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STATE PLAN
FOR
REHABILITATION FACILITIES

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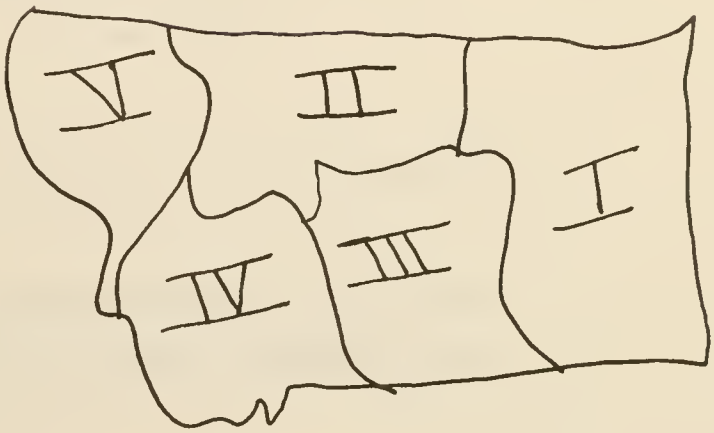

1978-79
ADDENDUM

REHABILITATIVE SERVICES DIVISION
DEPT. OF SOCIAL AND REHABILITATION SERVICES

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STATE OF MONTANA

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

* REHABILITATIVE SERVICES DIVISION *

REHABILITATION FACILITIES PLAN

1978-79 ADDENDUM

For The Establishment And Improvement Of

REHABILITATION WORK-ORIENTED FACILITIES

REHABILITATION MEDICALLY ORIENTED CENTERS

by

Walter R. Donaldson, Administrator
Rehabilitative Services Division

Helena, Montana

October, 1978

DISCRIMINATION PROHIBITED --

Title VI of the Civil Rights Act of 1964 states:

> "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states:

> "No otherwise qualified handicapped individual in the United States, as defined in section 7 (6), shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Therefore, all programs and activities receiving financial assistance from the Department of Health, Education, and Welfare must be operated in compliance with these laws.

FOREWARD

The 1978-79 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" in Montana means:

1. The facility or host organization is legally constituted and the legal charter, constitution or official statement of purpose implies or directly states it provides rehabilitation services.

2. The major or primary purpose of the organization is to rehabilitate persons.

3. The organization is able to provide multiple services in an integrated and individualized manner.

4. It is anticipated that the organization will provide during the program year an official program which will be purchased under the Rehabilitation Act of 1973.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services Division has a special investment, that is specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Addictive Diseases Bureau of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities, the Rehabilitative Services Division relates to such facilities only as vendors and occasionally as consultants in the certifying of such.

This ninth annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968.

In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, this Addendum is designed to maintain the "State Plan" as a current and effective tool in notifying the population of Montana of two things: (1) the high quality rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, and (2) the Rehabilitative Services Division's intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services what it considers to be the only key and necessary rehabilitation facilities in Montana. (See Appendix C) Those particular facilities are discussed in this state Facility Plan Addendum. It is hoped that this Addendum will fulfill these purposes and that the handicapped people of Montana will benefit from the much-needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services Division, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.

W. P. Donaldson

W. P. Donaldson
Administrator
Rehabilitative Services Division

H I S T O R Y

OF THE

MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities And Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division (RSD), the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana Association for Retarded Citizens, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. Some of these agency names have changed during continuing state reorganization efforts. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974. Since then block funding has again been implemented once. Unless the RSA Regional Office opinion of such, changes to one of proponent, block funding will not be utilized again.

During fiscal year 1974 the Superintendent of Public Instruction's Office initiated a statewide regionalized planning effort to consolidate service delivery efforts to all individuals from zero (0) through twenty-five (25) years of age who possess handicapping disabilities. This effort, now dictated by law, has provided more business for rehabilitation facilities within the state. In addition, the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, initiated the following activities:

I. A certification procedure, utilizing the survey and accreditation procedure of the Commission on Accreditation of Rehabilitation Facilities (CARF).

II. A $200,000 Extended Employment Program.

III. The negotiation of state contracts for the purchase of products not exceeding five thousand dollars ($5,000) with sheltered workshops and work activity centers without complying with competitive bid practices.

These three (3) products of the 1974 legislature were a result of the efforts of the newly organized Montana Association of Rehabilitation Facilities (MARF). Since that 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal and state facility legislation and in the well organized efforts of MARF.

Facility certification after CARF accreditation has been on going for four (4) years. The eight (8) recognized rehabilitation facilities have been certified. The current policy regarding facility accreditation and certification is stated in Appendix A.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Appendix B.

This particular program was appropriated $200,000.00 for implementation. The first year of the program, $75,000.00 of the $200,000.00 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining $125,000.00 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source to support them in Extended Employment. Approximately 50 disabled individuals in five (5) facilities benefited from the services the first year. The second year of the program, the total $200,000.00 was set aside for all disabilities (other than Title XX eligible Developmentally Disabled individuals) needing the services. Approximately 75 individuals in six (6) facilities benefited from the service. Again in fiscal year 1977, 75 individuals in six (6) facilities benefited from the Extended Employment service.

65 individuals in seven (7) facilities were recipients of Extended Employment Services in state fiscal year 1978. This program will be considered again for continuation by the 1979 state legislature.

During fiscal year 1975 an application was initiated to provide each of six (6) rehabilitation facilities with Innovation and Expansion funds to hire a placement specialist to do job development, job placement and followup for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff placed 163 handicapped people, of which 64% were severely disabled. 111 handicapped people (75 severely disabled) were placed the second year of the project. 120 individuals benefited from the job development, job placement and followup services during the third and final year of this project. A similar project is being initiated October 1, 1978 but in two new rehabilitation facilities.

Also, during fiscal year 1976 all eight rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. Via these systems, data has been and will continue to be provided quarterly to the Rehabilitative Services Division in a recently revised Management Information System (MIS) format (Attachment D). This data allows the Division to make knowledgeable decisions regarding facility usage and funding.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to $5,000.00 has been on the books since 1974, the use of this possibility by the state has not been broad based. Because of inactivity in this area, MARF was a lobbying force for state "set-aside" legislation during the 1977 session. The legislature did pass a bill requiring state departments and other political subdivisions of the state to purchase products and services from sheltered workshops and work activity centers. This bill has been signed into law and awaits implementation.

REHABILITATION FACILITY ADVISORY COUNCIL

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 an Advisory Council for the Rehabilitation Services Division was appointed by the Governor. This Council (with a MARF representative as a member) for the Division is advisory in all phases of the vocational rehabilitation program. Thus, it is advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Council is as follows:

I. Purpose

   A. Represent public and private interests as they pertain to rehabilitation facility planning.

   B. Serve in an advisory capacity to the rehabilitation agency facility staff.

   C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

II. Function

   A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.

   B. The Council will advise on:

      1. Current status of rehabilitation facilities in Montana. (See Attachment C - 1976 Council Resolution)

      2. Immediate and long-range needs of Montana rehabilitation facilities.

3. Requirements and standards for continuing program to evaluate such needs.

4. The effectiveness of programs developed to meet these needs.

C. The Advisory Council, in addition, will be concerned with the following:

1. Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.

2. Methods of maintaining quality service and effective utilization of centers.

3. Upgrading and expanding existing facilities prior to new development.

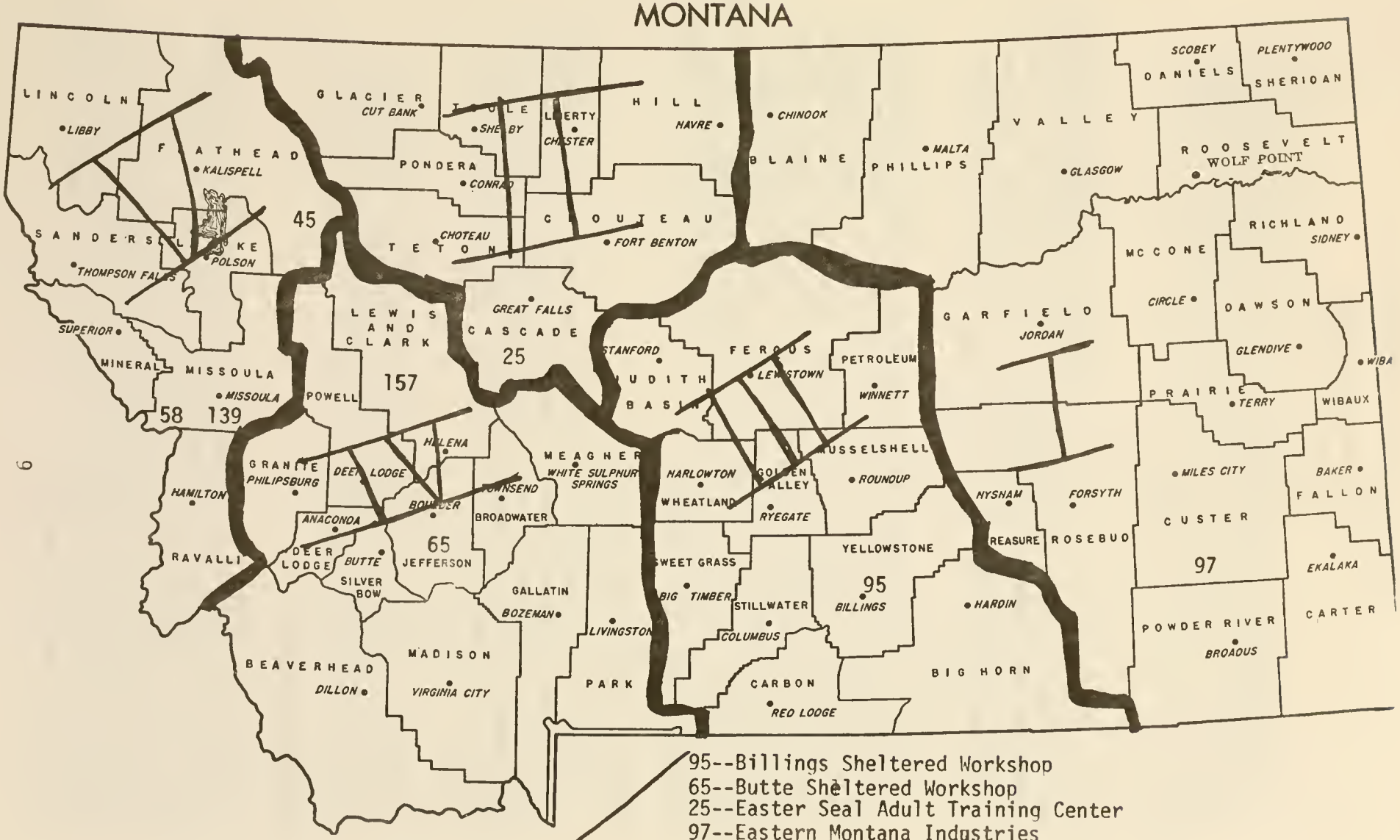
4. Rehabilitation facility need based on population, geography, and disability factors.

5. Development of a priority list for rehabilitation facilities.

6. Methods of implementation of final recommendations to solve current needs.

FISCAL YEAR 1978

MONTANA



Number of clients served in facilities

95--Billings Sheltered Workshop
65--Butte Sheltered Workshop
25--Easter Seal Adult Training Center
97--Eastern Montana Industries
45--Flathead Industries for the Handicapped
157--Helena Rehabilitation Industries
58--Missoula Opportunity School
139--Missoula Rehabilitation Center

No. 1052 — County Outline Map
STATE PUBLISHING COMPANY
Helena
3 80 Pads E-WY

BILLINGS SHELTERED WORKSHOP, INC.

3116 First Avenue North
Billings, MT 59102

The Billings Sheltered Workshop, Inc., is a private non-profit corporation which has been providing habilitation and rehabilitation to the disabled since January, 1971. It is governed by a nine (9) member Board of Directors. A well-qualified staff of 31 persons provide the following services.

Transitional Employability Training:

This is an individualized training program of developing good worker habits while the client is engaged in real work, producing marketable products and services in an actual work setting, supported by vocational counseling and classroom activities.

Clients referred for this service should be considered competitively employable in the near future.

Services in this program include training in general appearance, attendance and punctuality, worker attitude, worker characteristics, work performance, work quantity and work quality. Client progress in these areas is evaluated in individual monthly staffing sessions. The client also is exposed to a variety of work environments in the auto detail, woodworker, needle trades or janitorial areas. For these persons lacking occupational goals, vocational exploration activities are offered. As the client becomes competitively employable, he is referred for job seeking skills training in preparation for placement. After a client is placed, a one-year follow-up is provided to ensure successful placement.

Extended Employability Training:

This service is designed for those persons who are not considered to be competitively employable in the near future. A wider spectrum of services is offered to these clients, ranging from training in such areas as personal hygiene, functional academics, appropriate interpersonal communication and behaviors to skill training in the real-work production area.

Progress of these clients is reviewed quarterly in individual staffing sessions. If a client exhibits proficiency in all levels of evaluation, he may be referred to the Rehabilitative Services Division for either Transitional Training or Placement services.

Vocational Evaluation:

Vocational Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior. The evaluation process uses a standard but comprehensive system which includes the Valpar Work Component Series, JEVS job samples, dexterity tests, the Singer-Graflex system and supplemental psychometric tests. Clients referred to this service come from the Rehabilitative Services Division, School District #2, as well as occasional referrals from the Worker's Compensation Division, Vo-Tech, the Veterans' Administration and private insurance carriers.

Job Readiness/Placement and Follow-up:

This service is offered to persons who need assistance in selecting an occupation, learning how to find and how to keep a job. Following formal training, the client begins the job search with the assistance of the Job Placement Specialist. The counselor provides a one-year follow-up on clients after they have been placed on a job to ensure successful placement.

Certification and Licensing:

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Billings Sheltered Workshop, Inc. 3116 First Avenue North Billings, Montana 59101 Yellowstone County (406) 248-9115 EXECUTIVE DIRECTOR: William C. Beck Jr. Gail M. Neal - Director of Programs & Personnel 3 Division Directors 7 Department Directors 4 Administrative Staff 5 Department Supervisors 1 Education Instructor 2 Training Assistants 4 Dept. Assistant Suprvs. BARRIERS: Restroom Space, Parking CARF: 1978 Facility Plan Inventory 504 Timetable of Compliance on Record	EXTENDED EMPLOYMENT Personal Hygiene Functional Academics Communication Behavior Skills Skill training in a "real work" production area TRANSITIONAL EMPLOYABILITY TRAINING Good Worker Habits Work Quality Work Quality in real work environment VOCATIONAL EVALUATION Diagnostic service using standard but comprehensive testing systems JOB READINESS/ PLACEMENT & FOLLOW-UP Job Seeking Skills Job Rention Skills Placement, Follow-up	110 Mentally Retarded 30 Mentally Ill Emotionally Disturbed 12 Brain Damaged 4 Deaf/ Hearing Loss 5 Epilepsy 5 Cerebral Palsy 27 Physical Disability	95	60	38	19.32	55	5	19.9	49.91	3.78	103	90.74	75.6	PRIME CONTRACTS Wood Products, Canvas Products, Auto Detailing, Janitorial Services Art and Craft Items SUBCONTRACTS Woodworking, Collating, packaging, needle trades products

BUTTE SHELTERED WORKSHOP

207 S. Montana Street
Butte, MT 59701

The Butte Sheltered Workshop is a private, non-profit corporation that has been providing services for handicapped people for over twelve years. The Workshop is governed by a twenty-one member board of directors. The services are carried out by a nineteen member staff, composed of an executive director, vocational evaluator, client services coordinator, contracts manager, vocational training supervisor, executive secretary, three department supervisors, assistant supervisor, food service instructor, four special ed teachers, and four clerical personnel.

Programs:

The existing program of services offered by the Workshop consists of the following: (1) vocational evaluation, (2) work adjustment training, (3) food service training, (4) extended employment, and (5) prevocational skills training.

Vocational Evaluation:

The purposes of the evaluation phase of the Workshop are as follows:

1. To assess a person's current functioning.

2. To assess his/her potential functioning.

3. To determine if potential functioning, when obtained, will be adequate for employment.

4. To determine the remediation procedures that will enable the person to move toward his/her potential functioning.

5. To determine, from the attitude patterning, the type of employment for which the client is best suited.

Various methods are used in the evaluation process, such as work samples (available via the Singer Graflex and Valpar systems), psychometric tests, interviews and actual work tryouts, both within the agency and also on outside job slots.

Work Adjustment:

Work adjustment is a training/treatment process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop functional capacities, as required, in order to assist individuals toward their optimum level of vocational development. Work Adjustment Training will be implemented in shop or out of shop, whatever is appropriate for the client. Referral to work adjustment will begin in a conference to be held at the end of the client's experience in vocational evaluation.

This conference is attended by the vocational evaluator, the supervisor of client services, the work adjustment counselor, the referring agency counselor, the client, and if necessary, the community worker. The major objectives to be dealt with are the client's work performance, his attitudes and behaviors, and specific predictions and recommendations. If the conference participants agree that the client will benefit from the work adjustment program, the client is referred to that program.

Food Service Training:

The purpose of the food service program is to instruct handicapped men and women in food service areas, such as, kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers, chef's helpers and in kitchen maintenance.

The clients are trained in the following aspects of food service:

1. Personal hygiene and the importance of good grooming.

2. Rules of conduct, relationship with other employees and employers.

3. Safety rules.

4. Job opportunities.

5. Care and use of equipment, stationary pieces, small appliances, and hand tools.

6. Sanitation in food handling.

7. Food preparation, salads, beverages, vegetables, baked products, desserts, soups, and etc.

8. Methods of service, table setting, etc.

9. Kitchen maintenance, dish washing, cleaning of all equipment, floors, tables, etc.

The type of instructional methods to be used are demonstration, for the most part, accompanied by observation and instruction, supervised job instruction, repetition, audio-visual materials and, if feasible, some printed instruction.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals, and institutions. It provides on-the-job training as they assist in preparing one meal a day for approximately 50 people.

Extended Employment:

Extended Employment provides an opportunity for those clients who are not ready for competitive employment.

Examples of the work that clients perform in the extended employment program are: packaging of nuts and bolts, which includes weighing, sorting, counting, labeling, assembling, stapling and folding. There is also the fabrication of redwood planters and other products made of wood. Sewing, arts and crafts, and miscellaneous contracts provide a wide variety of paid work experience for these people in the work activities area.

Functional Living Skills:

This phase of the service provided by the Workshop, gives the clients training in those skills, other than specific vocational skills that are necessary to decrease dependency. General vocational prerequisite skills are taught, as well as, basic personal care, cooking, budgeting, shopping, self help techniques with regard to obtaining assistance from agencies, such as, banks, hospitals or social services departments. Community awareness is provided through this program, in the form of tours and excursions which broaden the experiences of the clients and give them information on where to look for other services.

Placement:

Preparation of clients for competitive employment is attained through the programs described above. At the point when a client has achieved the majority of skills for a job, he/she is referred to the placement department of the Rehabilitative Services Division where a suitable job can be found for him/her.

The Butte Sheltered Workshop has received excellent cooperation from the Southwestern Regional Mental Health Clinic and Easter Seal Center, School District #1 Special Ed Department, and other local agencies in a joint effort to provide the best possible service for the handicapped.

The Workshop is certified by the U.S. Department of Labor, to provide evaluation and training services and work activities. The commission on Accreditation of Rehabilitation Facilities has given the Workshop a three-year accreditation.

Funding and Agreements:

Funding of the Workshop is by the Rehabilitative Services Division, Developmental Disabilities Division, United Way, donations and federal and state grants.

Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year			Daily Caseload			Daily Capacity			% of Utilization			Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Butte Sheltered Workshop 207 South Montana Butte, Montana 59701 Silver Bow County (406) 723-6501 DIRECTOR: Robert Kissell Lew Rotering: Coordinator of Client Services Pearl McHugh: Executive Secretary 1 Client Service Secretary 3 Pre-Vocational Skill Teachers 1 Pre-Vocational Skill Aide 1 Procurement Manager 1 Food Service Instructor 3 Work Supervisors 1 Vocational Training Supervisor 1 Evaluator 1 Evaluation Aide 1 Bookkeeper 1 Payroll Clerk 1 PSE Aide BARRIERS: Steps between levels, Some Restroom space CARF: 1978 Facility Plan Inventory 504 Timetable of Compliance on Record	SHELTERED WORKSHOP Vocational Evaluation Work Adjustment Training Food Service Training Extended Employment Pre-Vocational Skills Language Skills Counseling Job Seeking Skills On-The-Job-Experience	60 Mentally Retarded 24 Medically Disabled 10 Character & Personality Disorders 2 Blind 2 Visually Impaired 1 Deaf 1 Hard of Hearing 1 Mentally Ill 1 Epileptic 1 Addictive Disorder	65	50	3	17		42.5	14	40	N/A	121	105	N/A	Prime Contract Wooden Sleds Sub Contracts Mailing Pens Sewing Stakes Sale of Arts & Craft Items Sale of Wood Items (benches, picnic tables, planters, signs)

EASTERN MONTANA INDUSTRIES

P.O. Box 636
Miles City, MT 59301

During the seventh year of its operation, this private, non-profit facility is offering the following service system.

Work Activities Center:

The Work Activities Center provides for Vocational Training, Independent Living Skills Training, and Vocational Training in a wide variety of skills. Vocational Training is the primary emphasis of the program but it is supplemented by Independent Living Skills Training, and Intensive Training.

Intensive Unit:

The Intensive Training Unit (ITU) was created late in FY '77 to meet individual training needs for skills prerequisite to entering one of the other programs or advancement to another step of training. An extremely wide variety of programs are available to all Work Activity Clients (WAC), ranging from basic self-care skills, elementary on-task behavior, to functional academic training. The ITU also acts as an intake and orientation program for new WAC clients. Each newly enrolled client spends his or her first two weeks to a month at EMI in the ITU where precise observation and evaluation are used to develop and Individualized Habilitation Plan.

Independent Living Skills Training:

Independent Living Skills Training covers the whole gamut of skill training. Basically this is broken into two areas, Self-Management Skills and Communication Skills. Self-Management Skills include: food preparation, budgeting and money management, time telling, grooming, socialization, recreation, laundry, use and upkeep of kitchen appliances, house cleaning, telephone usage, traffic sign recognition, and general hygiene skills.

Communication Skills provided include speech, language, writing, and reading.

Speech Pathology:

The Speech Pathologists work with a multi-disciplinary team, providing diagnostic and therapeutic services to speech and/or language impaired clients. The full-range of services, involving the development of home programs, teacher and guardian conferences, audiological screening, and in-service training are available.

Work Adjustment Training:

Work Adjustment Training (WAT) takes the form of teaching "Positive Worker Traits" rather than concentrating on developing specific vocational skills.

The training focuses more on the client's acquisition of Positive Worker Traits such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting because these traits are common to all work environments. Additionally, WAT clients are placed in competitive job situations, and receive classroom training in Job Seeking Skills and World of Work. When appropriate, Adult Basic Education is also available to clients in this program.

Job Placement:

The Job Placement Program at Eastern Montana Industries is a program of Vocational Training and training in job seeking and job survival skills for the handicapped. The goal of this program is the placement of handicapped individuals in competitive employment and ultimately their assimilation into the mainstream of everyday life.

Vocational Evaluation Program:

This program is a Work Sample Evaluation System. This process assesses the client's productive potential through simulated work stations. Clients are exposed to a number of simulated job tasks they might encounter on a job, which range in complexity from simple assembly through complex tasks which require reasoning, judgment, and overall organizational ability. The client is then rated on attitude, speed, quality, dependability, and punctuality. This process determines physical skills, and areas of job interests. An attempt is made to realistically assess the vocational potential of each client. This program remains mobile in order to serve clients in their home towns, and covers an area encompassing over 90,000 souare miles.

Group Home Program:

The Group Home is a seven day a week, full-time program involving two full-time Group Home Operators and a Relief Group Home Operator. The operators are involved in the training of eight clients in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management, use of community services such as transportation and recreation. Again, the emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation.

Transportation:

Transportation services are available to all individuals participating in any program at Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

Functional Academics:

The Functional Academics Classroom provides academic training for all clients enrolled in the Sidney Satellite. The Functional Academics Classroom is a self-contained classroom, which does double duty as a resource center. Each student is instructed in various skills area to capitalize on his assessed strengths and to improve his weaknesses. Functional academic areas covered in the classroom are: reading, mathematics, time telling, social skills, job training skills, personal hygiene, daily living skills, and recreation.

Certification and Licensing:

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Eastern Montana Industries 809 So. Haynes Avenue Miles City, Montana 59301 Custer County (406) 232-3740 EXECUTIVE DIRECTOR: Gordon Jackson Satellite - Eastern Montana Industries Sidney, MT. 59270 SATELLITE DIRECTOR: Bill Martin Darvin Brockway, Program Director Paul Braut, Vocational Evaluator Kurt Hughes, Work Adj. Coordinator 5 Admin, Staff, 2 Speech Pathologists, 2 Voc. Evaluator's, 1 Speech Aid, 1 Work Adj. Coordinator, 1 Functional Academics Instructor, 2 Work Adj. Aides, 2 Training Supervisor II, 2 Case Managers, 7 Training Supervisor I, 1 Program Director, 1 ITU Supervisor, 2 ITU Aids, 3 Group Home Supervisors BARRIER FREE CARF: 1981 Facility Plan Inventory	VOCATIONAL EVALUATION WORK ADJUSTMENT Job Seeking Skills Basic Living Skills Drivers Education World of Work Speech Therapy Adult Basic Ed WORK ACTIVITIES Independent Living Skills Training Intensive Training Vocational Training Special Education Speech Therapy Functional Academics	1 Deaf 12 Mentally Ill 4 Mentally Retarded Not D.D. 121 Mentally Retarded And D.D. 5 Cerebral Palsy & D.D. 2 Epilepsy & D.D. 19 Other Orthopedic or medically disabled 2 Addictive Disorders	97	70	2	20.35	56.96	0	17.61	60	0	116%	93%	0	Sale of Donated Items, Sale of Salvaged Material. Manufacturing of Cedar Products (Cedar Chests & Gun Cabinets) Refinishing Furniture Stuffing Waterproof Containers Inside of Burlap Bags Auto Detailing

EASTER SEAL ADULT TRAINING CENTER

4400 Central Avenue
Great Falls, MT 59401

The Easter Seal Adult Training Center is a training facility serving developmentally disabled, physically disabled, and emotionally disabled adults. The program is funded in part by a contract between the Easter Seal Society for Crippled Children and Adults of Montana, Inc., and the State of Montana, Department of Social and Rehabilitation Services (SRS). The Easter Seal Society is the program vendor with Adult Training being a division of Easter Seal's statewide services. Other funding is provided through Easter Seal contributed income, local school district service fees, income generated in the Adult Training Production Area and other sources.

The Adult Training Center is responsible to the Easter Seal Society Board of Directors and to the local Adult Training Advisory Board. The Adult Training Center itself is administered by one Director and 27 other staff consisting of: Coordinator of Services, Marketing Director, Work Activity Program Director, Work Activity Academic Manager, Work Activity Prevocational Manager, Production Program Director, Production Training Manager, Production Work Floor Manager, eight (8) production supervisors and vocational trainers, four (4) prevocational trainers, one administrative assistant, one secretary, one bookkeeper, two assistant trainers, a chief engineer and a custodial assistant. Other staff provided by the Easter Seal Society for use by the Adult Training Center are: one (1) personnel officer, and one (1) accountant.

Program and Progress Reports:

The mission of the Adult Training Center is to provide community based independent living skill training, vocational development, placement and supportive services to vocationally handicapped persons who are physically and/or mentally disabled in order to maximize independent living skills, communication skills and earned income ability. Referrals to the Adult Training Center may come through a variety of agencies including: The Montana Department of SRS, School District, and others. The communitywide Habilitation Team is responsible to finally determine the most appropriate program of services for the client. An agency screening committee assists in initiating the service.

Work Activity:

Training programs in Work Activity are pre-vocational and vocational in nature. Simulated work projects are utilized to provide training in specific work skill areas and also work attitudes and behaviors appropriate to a work setting. Clients are exposed to real work situations as appropriate. Work done in the Work Activity Area includes collating, mailings, and wooden toy manufacture. Clients also participate in a functional academics program. This is an individualized program designed to meet a wide range of specific individual needs ranging from name, color, and number recognition to filling out job application forms.

The emphasis is primarily on functional skills also including money recognition and use, time telling, and survival word recognition.

Production:

This area exposes the clients to real work situations. The approach is to teach the client specific work habits such as quality and quantity, punctuality and accurate direction following. Work done in Production includes: picture framing, sewing, telephone case recycling, weather station recycling, wood construction, broadcast tape recycling, packaging and others.

Also offered are individualized programs teaching functional academics and work related skills such as counting, measuring, telling time, money management, hygiene, sewing, basic health and safety practices. Training will include personal and work adjustment classes.

Work Adjustment training is provided to bring about vocational development in individuals able to benefit from short-term (3-6 months) intensive training.

Placement services are available for clients ready for employment or further training. Follow up services are provided for 60 days after placement.

Certification and Licensing:

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Easter Seal Adult Training Center 4400 Central Avenue Great Falls, Montana 59401 Cascade County (406) 727-3151 DIRECTOR: Ted Horras Joe Pipinich - Coordinator of Services Patricia Kercher: Production Director Sally Cerny: Work Activity Director 1 Marketing Director 4 Department Managers 8 Production Supervisors and Vocational Trainers 4 Prevocational Trainers 2 Assistant Trainers 7 Administrative Staff 1 Chief Engineer 1 Assistant Custodian BARRIER FREE: Minor Changes CARF: 1980 Facility Plan Inventory	PRODUCTION PROGRAM Vocational Counseling Work Adjustment Work Habit Training Job-seeking Skills Job Placement Building Endurance, Stamina Personal Adjustment Groups Functional Vocational Academics WORK ACTIVITY Prevocational Training Functional Academics Production Orientation Production Program Prep	82 Mentally Retarded 6 Mentally Ill 4 Cerebral Palsy 1 Deaf 2 Epileptic 3 Alcoholics 2 Orthopedic Disabilities	25	83	2	7.5	73	1	9	68	1	83	107	100	Woodworking - Stakes, Pallets Wooden Toy Manufacture Sewing - Flannel Mitts, Vests, Laundry Bags Mailings Telephone Recycling Broadcast Tape Recycling Hospital Admission Kit Packaging Barnwood Picture Framing Wooden Shelter Refurbishing

FLATHEAD INDUSTRIES FOR THE HANDICAPPED

305 Third Avenue East
Kalispell, MT 59901

Flathead Industries for the Handicapped was incorporated in December of 1973 and, at that time, assumed from Flathead Association for Retarded Citizens the responsibility of establishing a work activity program for developmentally disabled adults in Flathead County. Its purpose is to provide evaluation services, living skills and employment skills training, recreation, residential and supportive services to developmentally disabled adults in order to enhance their integration into the community and to assist them in obtaining an earned income.

In the past few years programming and services have expanded in an effort to increase the actual number and types of services offered, as well as to upgrade the quality of current services provided. Work Activity, Vocational Evaluation, and Work Adjustment/Extended Employment Training Programs and residential services are currently provided.

WORK ACTIVITY PROGRAM

The purpose of the Work Activity Program is to provide evaluation services, living skill and employment skill training, residential and supportive services to developmentally disabled adults in order to enhance their integration into the community and to assist them in obtaining an earned income. Each client is individually assessed in order to determine various functioning levels and skill capacities in the areas of basic education, independent living, vocational, and social skills training and development.

The following areas of instruction are covered.

Community Life Skills: Domestic Skills, Meal Preparation, Money and Financial Management, Budgeting, Sewing, Nutrition, Personal Hygiene, Social Behaviors and Etiquette.

Education Skills: Practical Reading, Writing, Math Skills, Time-Telling, Simple Budgeting and Sex Education.

Communication: Assertiveness Training, Community Awareness, Speech, Communication Skills.

Motor/Physical Development: Locomotion, Body Posture, Recreation, Community Mobility, Use of Community Resources, Motor Skills Development, Sports, Hobbies and Recreational Field Outings.

Employment Skills: Work Performance, Obtaining Employment, Quality of Work, Quantity of Work, Job-Coping Skills, Job Attitude Skills, including involvement in actual work projects for which pay is received.

The emphasis of instruction is placed upon the individual needs of each client. Individual needs are determined by the client's individual habilitation planning team (I.H.P.). The I.H.P. contains long-term and short-term goals for each instructional or training component. Instruction is provided in accordance with the I.H.P. and individual program plans (I.P.P.'s) are developed accordingly. Programs are reviewed at least quarterly and clients move in a step-by-step fashion, as they meet specific graduation criteria within each program.

In conjunction with the Work Activity Program, Flathead Industries also operates a recycling center and a thrift store which provides additional work training for many of its clients, on either a part or full-time basis. Both of these operations are now fully operational and plans are presently underway to make each of the operations totally self-sustaining and both located in a centralized location within the city limits of Kalispell.

VOCATIONAL EVALUATION PROGRAM

On December 5, 1977 Flathead Industries began providing Vocational Evaluation services to clients of the Montana Rehabilitative Services Division. The program is presently being funded by a Section 110 Establishment Grant through the Division on a 20% match basis, and is located at the Flathead Valley Community College in Kalispell. The services provided through Vocational Evaluation are aimed at persons between the ages of 16 and 65 who have a disability which presents a vocational handicap, and who appear to demonstrate some vocational potential. Vocational Evaluation may also be a useful tool in determining an individual's vocational potential, need for special services, or for habilitation planning.

Assessment tools utilized in the program include psychometric tests and work samples, along with behavior observation and discussion. Occupational information resources are also used to aid in vocational exploration and guidance. Some of the Psychometric Tests Utilized are:

Interest

California Occupational Preference System
Kuder Preference Record CP-Vocational
Wide Range Interest and Opinion Test (non-reading)
Vocational Interests and Sophistication Assessment (non-reading)

Achievement

Tests of Adult Basic Education
Peabody Individual Achievement Test

Aptitude

General Aptitude Test Battery
Bennett Mechanical Comprehension Test

Personality

Sixteen Personality Factor Questionnaire (16PF)

Work Samples

MicroTower, Valpar

Provisions will also be made for individual clients to be evaluated on-the-job at the Flathead Industries Work Training Center when such an evaluation method appears warranted. An on-the-job evaluation program in an actual work setting within the community is now a part of the program, for selected clients who appear to warrant this type of evaluation.

WORK ADJUSTMENT TRAINING PROGRAM

Vocational Rehabilitation clients, who undergo a vocational evaluation can be referred for Work Adjustment Training (WAT), based on evaluation recommendations and the rehab counselor's discretion. The WAT program is designed for those clients who have specific deficits which interfere with their ability to obtain and/or maintain competitive employment. As WAT nears completion and the client displays a readiness for competitive employment, the emphasis shifts toward placement. Placement efforts are cordinated with the rehab counselor and the Montana State Job Service.

Work Adjustment generally lasts from 3 to 6 months, and is designed to eliminate these deficits and teach needed competencies. Below is a list of services available within the program. Clients are individually assessed as to their need for each of the following service components.

The Work Station

Each clients is assigned to a specific work location, usually within Flathead Industries. Generally, the job responsibilities are selected in conjunction with the client's interests and ability areas, as determined by their vocational evaluation. On occasion, a work station may be located outside Flathead Industries, through a cooperative agreement with an employer in the community. Appropriate work behaviors are emphasized while the client is on duty at his/her work station. These include punctuality, dependability, calling in when sick or late, following directions, cooperation with co-workers, etc.

Basic Education

Basic Education usually occurs in a classroom setting and involves practical, everyday application of academic skills. Work Adjustment clients may work on counting change, budgeting, balancing a checkbook, use of calculator, time-telling, etc. In some instances, this type of training may occur outside the classroom setting, depending on the client's specific needs.

Independent Living Skills Class

I.L.S. training includes cooking, meal preparation, nutrition and grooming. Clients are instructed in the use of measuring cups and spoons, recipes (for both readers and non-readers), actual food preparation and clean-up. Care is taken to demonstrate the need for both good meal planning and well-balanced, nutritious meals.

In-Apartment Training

In-Apartment Training deals with clients' abilities to care independently for themselves and their living quarters. As the name indicates, this training occurs on an individual basis and within the client's own apartment. Areas of training include housekeeping skills, the importance of nutrition and a balanced diet, and assistance in selection and use of community services and resources.

Apartment Checks

In contrast with In-Apartment Training, Apartment Checks are primarily a source of feedback for the client. These usually occur on a weekly basis, and allow the client to see how well he/she is maintaining a household. Apartments are checked for cleanliness, neatness and for adequate selection and quantity of food, cleaning supplies and personal hygiene articles.

Job Seeking and Job Keeping Skills Class

This is a weekly class which deals with methods of finding jobs, as well as worker traits and social skills necessary to maintain employment. Areas covered include job sources, preparation of resumes and applications, job interviews, positive work attitudes, appearance, dependability, getting along with co-workers and safety on the job. The class involves instruction, role playing and group discussion.

Sex Education Class

This class is offered to clients desiring it, to promote awareness of sexual differences, methods of personal hygiene, appropriate social and dating behaviors, and human reproduction. Audio-visual presentations and modeling are emphasized teaching methods.

Individual Counseling

Regular counseling can be arranged for clients on an individual basis. This format has been used for relaxation therapy, specific skills training, social problems, etc. Also, situational counseling is available for crisis situations on the work floor or in classrooms. Inappropriate client behaviors may be imitated and/or more effective alternatives discussed.

EXTENDED EMPLOYMENT PROGRAM

In contrast with Work Adjustment Training, Extended Employment is designed for clients who require longer term sheltered employment and cannot become adequately competent for competitive employment within six months. Extended Employment provides sheltered employment slots primarily for those people who don't qualify for Developmental Disabilities (Title XX) funding. All of the services listed for Work Adjustment Training are available to Extended Employment clients when appropriate, but goals tend to be at a more basic level. In addition, social/recreational classes and activities are provided, as these clients tend to function less independently during their free time. A brief description of each service follows:

The Work Station

Because a firm vocational goal for competitive employment usually doesn't exist at this point in client training, work stations are almost always within Flathead Industries facilities. The emphasis tends to be placed on basic work skills such as punctuality, cooperation, production increases, etc., as opposed to specific skill training.

Vocational Training

As mentioned above, basic work habits and requirements are stressed in Extended Employment. As productivity approaches 50%, the client is considered for Work Adjustment Training.

Basic Education, Independent Living Skills and Sex Education Classes

These are essentially the same for Extended Employment and Work Adjustment clients.

In-Apartment Training and Apartment Checks

These are provided to those Extended Employees who live in their own apartments, as opposed to in group homes or with their parents.

Socialization/Recreation Classes

These classes are broken down into four areas and clients participate according to their needs:

a) Community Awareness: This class exposes clients to various services and programs. In addition, practical experience in dealing with the public, etiquette, etc., are provided when the clients go to lunch at a restaurant. This class uses several field trips and tours for exposure.

b) Speech: This class is designed to augment the sessions which some clients attend with a professional speech therapist. Provided are opportunities to practice pronunciations and increase spoken vocabulary.

c) Motor ability: This class is designed for clients who need to build their stamina, coordination, and/or general physical condition.

A balance beam, indoor jogging track and calisthenics are used to accomplish these ends.

d) Discussion Group: This class serves several purposes, clients are taught how to constructively express their opinions and allowed the opportunity to do so.

Assertiveness training and communication are emphasized. Also, clients are made more aware of their own feelings and how to effectively express them.

RESIDENTIAL SERVICES PROGRAM

Residential services include Winterhawk Group Home for Women, and the newly established Childrens Group Home for severely or multiply handicapped children. An independent living project for those individuals previously living in the community group homes has also been established. This project currently consists of 3 apartment living facilities for men and women. In addition to these facilities, Flathead Industries also sponsors two other independently operated adult group homes here in Kalispell. Loutherback Group Home for Men presently houses 10 male clients, and the Schweigert Group Home for Women provides residential facilities for five women.

The Work Training Center provides a comprehensive daily program consisting of vocational training, basic education and independent living skills training, as well as orientation and involvement in socialization and recreational related activities and skills acquisition.

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
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Flathead Industries for the Handicapped 305 3rd Avenue East Kalispell, Montana 59901 Flathead County (406) 755-7656 EXECUTIVE DIRECTOR: C. A. "Mike" Chaffin William J. Crivello - Program Director Dean Szczepanski - Work Adj. Training Coordinator Rita Steinke - Vocational Evaluator 6 Skills Instructors 1 Production Manager 2 Store Managers 3 Aides (production & training) 2 Clerical/Administrative Staff 9 Residential Staff BARRIERS: Lack of Handrails in certain areas, restroom space CARF: 1979 Facility Plan Inventory	WORK ACTIVITY CENTER *Vocational Evaluation *Work Adjustment *Extended Employment *Work Activity SERVICES PROVIDED Vocational and pre-vocational counseling Job Placement Independent Living Skills Training Basic Education Skills Training Sex Education Social/Recreational Skills Training Job Seeking Skills Training Semi-Independent Living Training Speech Therapy *Basic Programs Offered	64 Mentally Retarded 2 Epilepsy 1 Cerebral Palsy 5 Mentally Ill 1 Addictive Disorder 11 Orthopedic or Medically disabled 3 Character & Personality Disorders	45	51	0	9	45	0	11	43	0	82	105	0	Subcontracts Packaging Assembly Woodworking (bullet blocks) Storm window Construction Collating Button-making Popcorn (cooking & boxing) Rag making Labor Crews Sale of Donated Items Recycling: Aluminum Glass Newspaper Ceramics

HELENA REHABILITATION INDUSTRIES, INC.

1325 Helena Avenue
Helena, MT 59601

Helena Rehabilitation Industries is located in Helena, Montana with it's main offices at 1325 Helena Avenue and a wood products manufacturing plant at 1820 Lyndale.

The facility is private non-profit corporation administered by a Board of Directors.

The overall mission, or goal, of Helena Rehabilitation Industries is to assist intellectually, emotionally, physically, socially, educationally and vocationally handicapped persons to achieve their maximum level of economics, physical and social independence through the provision of evaluation, employability development, extended employment, placement and other related support services. In order to accomplish the agency's mission, Helena Rehabilitation Industries has a staff of 28 persons who bring to the clients served over 80 years of related education beyond high school and a combined total of approximately 145 years of experience in working with handicapped persons.

The following is a description of all program offerings at Helena Rehabilitation Industries.

VOCATIONAL EVALUATION:

The goal of the Vocational Evaluation Program at Helena Rehabilitation Industries is to help the client select an occupation appropriate to his needs and to outline the steps by which this occupation can be achieved.

This program uses a battery of occupationally-oriented tests which assess an individual's achievement levels, mental ability, aptitudes, dexterities and other skills as these relate to the world of work. With such instruments, general occupational strengths and weaknesses can be ascertained. The Hester Evaluation System and selected work samples from the Singer and Valpar systems are then administered to pinpoint the job families in which the client would have the greatest chance to succeed. Accompanying the testing and the job samples are observations of behavior that predict the client's performance in the occupations simulated by job samples. This includes observations of the client's organizational skills, ability to take instruction and criticism, and other skills required to successfully obtain and hold a job.

Vocational evaluation takes 5 to 10 days to complete, depending on the abilities of the person being evaluated. Upon completion of the evaluation, an exit interview between the client and evaluator is held. The general and specific employment strengths and weaknesses are discussed and, upon approval of the client, and the referring Vocational Rehabilitation Counselor, recommendations are made as to the vocational goals the client should pursue. In the written evaluation report a series of program goals are established to effect removal of employment hindrances, if any, in order to obtain employment in the area recommended by the evaluation staff.

The types of individuals served in the Vocational Evaluation Program may have one or a combination of several disabilities which affect employment potential, including physical, mental, and/or emotional handicaps.

WORK ADJUSTMENT TRAINING:

The goal of the Work Adjustment Training Program at Helena Rehabilitation Industries is to assist mentally, physically, educationally and socially handicapped persons in the development of positive worker attitudes in order that they may obtain suitable competitive employment.

The above goal is accomplished through a combination of counseling, educational services and work adjustment activities. Each client is aided in establishing attainable vocational goals relative to the findings of their vocational evaluation and their own personal objectives.

After performance in a work setting has been observed and a conference is held with the client, a formal, individual plan or contract is drawn up to assist the client in overcoming those skills deficits which impede him from becoming competitively employable.

Specific work related skills which are dealt with include: attendance, attitude toward criticism, co-workers, and supervision, quantity and quality of work, academic skills, personal assessments, confidence and community adjustment as they apply to the client's vocational goal.

Clients of Helena Rehabilitation Industries are placed in work adjustment for one of two reasons: their employment hindrances can be overcome in one to six months, or to evaluate whether they would be better served in other programs.

V.R. EXTENDED EMPLOYMENT:

The goal of the VR Extended Program, at Helena Rehabilitation Industries, is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas and to increase their earnings in sheltered employment.

Persons served by this program are those determined as requiring more than six months of work adjustment training and who have not been diagnosed as developmentally disabled. Thus they are ineligible for Title XX services.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in VR Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the VR Extended Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment training for placement outside the agency.

In order to assist the individual in the VR Extended Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is utilized.

SPECIAL WORK ADJUSTMENT PROGRAM (SWAP):

The goal of the Special Work Adjustment Training Program, at Helena Rehabilitation Industries, is to provide trainable mentally retarded special education students with a comprehensive program of education, work development and related services to enable them to transfer to other vocational and rehabilitative programs.

The program involves the students in three general areas: academics, home-living skills and pre-vocational skills. The program includes some basic academics, (functional reading and math), housekeeping and cooking skills, personal hygiene and grooming, and arts and crafts. Actual work in the shops at Helena Rehabilitation Industries is also provided to the students.

The program is totally individualized and based on the individual needs and abilities of the students served, in order to prepare the students to be semi-independent in their living skills and vocational placement.

SHOE REPAIR TRAINING PROGRAM:

The goal of the Shoe Repair Training Program is to provide the trainee with the necessary skills to become competitively employed in the area of shoe and boot repair.

The program is a 16 week pre-apprenticeship training program of intensive training in all phases of shoe repairing. Upon completion of the program the trainee is competent in the basic fundamentals and procedures of shoe repair, thus entering employment as a productive employee and a real asset to the shoe repair industry. All training is conducted using up-to-date equipment and textbooks and involves work on actual shoes.

In order to succeed in the Shoe Repair Training Program, a person should possess the following skills and abilities. Dexterity to use hand and power tools well, average reading ability, the ability to follow complex, progressive instructions, average mechanical comprehension, ability to meet the public, ability to make change and handle money, and the ability to use measuring instruments.

TITLE XX:

The goal of the Title XX Program, at Helena Rehabilitation Industries, is to provide Title XX eligible persons with work training and supportive services, thus enabling them to achieve their maximum level of independence in social and vocational areas and to increase their earnings in sheltered employment.

The Program is designed to provide services for persons in the areas of pre-vocational skills development, as well as sheltered employment. More specifically, the program provides for counseling, individual client staffings, client evaluation, supervised training, job readiness training and basic education when deemed essential.

Individuals served by this program are Developmentally Disabled persons as defined by being either epileptic, mentally retarded, cerebral palsied, or any other nervous disorder that has to be treated like the above. The disorder must occur before age 18.

BASIC EDUCATION AND SKILL TRAINING (BEST):

The goal of the Basic Education and Skill Training Program, at Helena Rehabilitation Industries, is to prepare and/or increase the skill level for persons entering the agency's Sheltered Employment Program.

This program utilizes detailed individual programming, specifically designed to assist the participants in the program to become more productive sheltered employees.

All individual programs are of a vocational nature, and the tasks the participants perform closely resemble tasks that are done on the work floor. Other activities that take place in the program are such things as instruction in personal grooming and hygiene, development of appropriate work behaviors, and speech therapy and occupational therapy programs.

JOB PLACEMENT SERVICES:

The goal of the Job Placement Program, at Helena Rehabilitation Industries, is to place in competitive employment those clients who have reached the necessary skill level.

In order to reach this goal, the Job Placement Specialist has developed a variety of contracts with business and industry in the Helena area who employ clients as direct hires, or will agree to give them on-the-job training.

The Placement Program provides the clients with counseling while on the job and regularly schedules follow-up visits to the businesses to check on the progress clients are making.

The Program also features job readiness classes and job application and interview classes in order to better prepare clients for competitive employment.

OTHER SUPPORTIVE PROGRAM SERVICES:

Helena Rehabilitation Industries has agreements with other agencies to provide such services as audiological testing, speech therapy, physical therapy and nursing services.

In addition, staff members at Helena Rehabilitation Industries teach classes in such areas as assertiveness training, use of measuring devices, basic mathematics and grooming and personal hygiene.

CERTIFICATION AND LICENSING:

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Helena Rehabilitation Industries 1325 Helena Avenue Helena, Montana 59601 Lewis & Clark County (406) 442-8632 DIRECTOR: Robert L. Hall Mike Bullock - Asst. Director Robert Hetrick - Dir. of Eval. and Career Development Tim Kirby - Program Director plus: 2 Dept. Heads, 3 Foremen 3 Supervisors, 8 Clerical, 2 Vocational Counselors, 1 Placement Specialist, 1 Vocational Evaluator, 1 Marketing and Production Assistant, 1 Shoe Repair Instructor, 1 Educational Specialist, 1 Group Home Counselor, 2 Special Education Teachers and 1 Teacher's Aid BARRIERS: (Some Restroom Space, Some Doorways) CARF: 1979 Facility Plan Inventory 504 Timetable of Compliance on Record	SHELTERED WORKSHOP Vocational Evaluation Vocational Counseling Work Adjustment & Training JOB PLACEMENT On-The-Job Training Placement Shoe Repair Training EXTENDED EMPLOYMENT Basic Education and Skill Training PUBLIC SCHOOL Special Work Adjustment Training	90 Mentally Retarded 62 Mentally Ill 4 Deaf 4 Cerebral Palsy 3 Blind 8 Epileptic 6 Addictive 28 Orthopedic Disabilities 1 Institutionalization	157	69	30	46	36	20	36	34	20	128	106	100	Small Contracts Bulk Mailings Golf Tees Jewelry Woodshop Pallets, Hubs, Lath, Stakes, Picnic Tables, Trailer Steps, Miner's Wedges, Bridging, Steel Barrel Repainting Box Plant Plywood Shipping Containers Shoe Repair Shoe Repair Sales Steel Office Furniture Reconditioning

MISSOULA CRIPPLED CHILDREN AND ADULTS REHABILITATION CENTER

2829 Fort Missoula Road
Missoula, MT 59801

The Missoula Crippled Children and Adults Rehabilitation Center was founded in 1938 and incorporated in November 1945. It is a non-profit, CARF accredited organization whose purpose is to make available rehabilitation services to the physically handicapped.

The goal of the Rehabilitation Center is to provide rehabilitation services to physically handicapped individuals, helping them to return to society as physically responsible as their disabilities will allow.

The concept of working as a team is fundamental in treatment and rehabilitation. Members of the team are doctors, physical therapists, occupational therapists, audiologists, speech pathologist, clinical psychologist, nurse, work evaluator, placement specialist, coordinator, vocational rehabilitation counselor, and the patient. Team members meet regularly to discuss rehabilitation programs for each patient.

PROGRAMS

Rehabilitation Committee

This committee meets on a monthly basis. It is comprised of an orthopedic surgeon, clinical psychologist, physical therapist, occupational therapist, work evaluator, placement specialist, vocational rehabilitation counselors, insurance carriers, private insurance adjusters and Worker's Compensation Division personnel. Clients with injuries insured by any of the above agencies are reviewed and the Committee determines if the Rehabilitation Center can help them.

Persons referred to the Center through the Rehabilitation Committee receive an orthopedic examination, psychological evaluation, vocational work evaluation, and any other evaluation deemed useful for rehabilitation of the injured. Evaluations are discussed at Committee meetings. A Committee member is appointed to work closely with the injured and his family throughout the rehabilitation process. Following the clinic team's evaluations, the findings are discussed at a Committee meeting, and a follow-up conference is held with the injured workman. He is informed of the results of his evaluation and the Committee's recommendations. Two or more follow-up conferences may be necessary to help the injured workman to pursue all avenues toward gainful employment.

Vocational Work Evaluation Unit

Work evaluation is a method used to determine the employability of clients unable to compete in the job market due to some limitation, whether physical, psychological or developmental. Upon entering the unit, the client is given a series of work samples which are graded and evaluated to determine his functioning ability and potential. A work sample is part of an actual industrial job or a simulated industrial job which enables the evaluator to judge a person's aptitude and interest in that specific field. A commercial work sample series developed for the industrially injured by VALPAR is used in conjunction with 50 other work samples. The evaluation unit has been set up to simulate an actual work day. A placement specialist works closely with the injured workman and the evaluator in seeking employment or placement of those persons enrolled in this program.

Pain Clinic

The Pain Clinic specializes in the diagnosis and treatment of individual chronic pain problems. The goals of this clinic are to help persons understand, cope, and live with their pain and to reduce pain. Chronic pain sufferers who have had all the usual treatment with little or no success are candidates for this program.

Upper Extremity Clinic

This clinic meets as needed to evaluate and recommend treatment for patients with upper extremity injuries. An orthopedist, plastic surgeon and an occupational therapist evaluate each patient. The recommendations are sent to the referring agents.

Amputee Clinic

The team of an orthopedic surgeon, physical therapist, occupational therapist, orthotist, prosthetist, insurance carriers, Worker's Compensation Division Specialists, Vocational Rehabilitation Counselors, and other interested people meet once monthly to evaluate and prescribe artificial limbs for amputees. Each amputee returns to insure a proper fit and that the artificial limb is satisfactorily constructed.

Crippled Children's Clinic

Children with physical, neurological, or developmental disabilities are evaluated by a rehabilitation team of an orthopedic surgeon, physical therapist, audiologist, and other specialists. Recommendations are made by the team for treatment.

Transportation

Transportation is available for non-ambulatory patients on a need basis. The van is equipped with a hydraulic lift and wheelchair tie-downs. A full-time driver who has an Emergency Medical Certificate is employed.

Financing

Financing of the Center is by donation, memorials, United Way, insurance companies, Medicare, Medicaid, Indian Health, Worker's Compensation, Rehabilitative Services Division, private patient fees and federal and state grants.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Missoula Rehabilitation Center 2829 Fort Missoula Road Missoula, Montana 59801 Missoula County (406) 728-3570 ADMINISTRATOR: Phyllis A. Bagley MEDICAL DIRECTOR: Dr. McKinstry Nurse/Coordinator Chief Physical Therapist Director Occupational Therapy Speech Therapist Audiologist Clinical Psychologist Placement Specialist Vocational Evaluator 3 Physical Therapist 1½ Physical Therapy Aides 1 Occupational Therapy Assistant 1 Vocational Evaluation Assistant ½ Housekeeper ½ Custodian 1 Van Driver 1 Secretary 1 Receptionist ½ Typist BARRIER FREE CARF: 1978 Facility Plan Inventory	PHYSICAL RESTORATION REHABILITATION CENTER Amputee Clinic Upper Extremity Clinic Rehabilitation Committee Sexuality Program Childrens Clinic Pain Clinic	Orthopedically Disabled CVA's Multiple Sclerosis Muscular Dystrophy Quadriplegia Paraplegia Cerebral Palsy Brain Injury Cancer Burns Arthritis Post and Pre Surgery	139		3,178	2.2		52.9	Combined		50	Total 100.1%			Provide rehabilitative services to local nursing homes

MISSOULA OPPORTUNITY WORKSHOP

402 E. Madison
Missoula, MT 59801

Opportunity Workshop is a non-profit corporation providing vocational training services for approximately 50 handicapped individuals 18 years of age and older. Clients being served by the facility may have cerebral palsy, epilepsy, mental retardation, or be physically handicapped in a variety of ways.

Opportunity Workshop provides services through programs of Work Activity, Work Adjustment Training, and Sheltered Employment. Entrance into any of the programs offered is based on individual needs and projected goals of the client. Vocational Evaluation and Placement services are provided in a coordinated fashion by another facility locally.

Training services are designed in such a way that client skill acquisition is emphasized. This performance-based orientation is predicated on the establishment of long - and short-range goals with related objectives and a written training plan designed for successful accomplishment of the goals. The process of goal establishment and overall plan development is accomplished by a team of individuals working with and including the client. Goal status review occurs semi-annually for clients in Sheltered Employment and/or Work Activity while progress for those individuals involved in the Work Adjustment Training program is reviewed on a monthly basis. This review process includes both objective and subjective measures reflecting progress on the part of the client as well as methods of improving the services being received.

Contract work procurred by Opportunity Workshop functions as the medium by which clients acquire various vocational skills and earn a wage. All attempts are made to rotate clients into different work stations (once specified criteria are met in regard to production quality and quantity) so as to maximize the opportunities for learning and growth.

CERTIFICATION AND LICENSING:

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other (CETA)	Rehab	Title XX	Other (CETA)	Rehab	Title XX	Other	
Opportunity School Foundation 500 East Alder Missoula, Montana 59801 Missoula County (406) 721-1930 EXECUTIVE DIRECTOR: Jim Atkins 4 Administrative Staff 1 Department Head 10 Direct Client Staff BARRIERS: CARF: 1978 Facility Plan Inventory 504 Timetable of Compliance on Record	SHELTERED WORKSHOP Work Adjustment Training Employment Preparation Training Specialized vocational development training Social service referral Speech services referral WORK ACTIVITY CENTER Prevocational Training Social Service referral Speech Services referral Work related academic training	48 Mentally Retarded 6 Cerebral Palsy 4 Epilepsy 37 Other	58	53	37	5	42	8	6	44	8	83	96	100	-CONTRACTS- survey stakes hub stakes lath stakes bridging popcorn dental instrument kits hospital kit assembly fly tying component packaging restaurant linen maintenance mobile home steps garbage racks collating filing addressing/labeling sorting by zip code envelope stuffing park maintenance janitor/maid training

PLANNING ACTIVITIES

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The Rehabilitative Services Division's Special Projects Bureau continues to receive many requests for federal funds to establish or expand rehabilitation facilities. The concerns in making a judgment on such requests are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

The priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Four (4) ways of achieving this priority are:

1. The inclusion of facility staff in as many RSD staff development sessions as appropriate. This has been and will continue to be an ongoing policy.

2. The specific provision of some state and/or regional in service tailored to facility staff needs.

3. The provision of facility technical assistance (TA) under both the Federal TA and the proposed State TA programs.

4. The awarding of limited grants when the need is well justified.

In addition, the Rehabilitative Services Division will maintain close relationships with all planning and funding agencies so that cooperative projects and joint funding can continue to be implemented to increase services to all disabled individuals in Montana.

Standards For Facilities and Providers of Services

GENERAL PURPOSES OF STANDARDS

(1) The State Division has established and will maintain standards for the selection of facilities and personnel utilized in providing services to handicapped individuals that will assure a high quality of service.

(2) Types of Facilities.

(a) It is the policy of the State Division to use whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Main factors in the selection of facilities in all cases are the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered.

(3) Standards for Hospitals.

(a) The State Division will give preference to hospitals approved by the Joint Commission on Accreditation of Hospitals, and which have more than 100 beds, with well developed surgical and specialty services, medical social services, and therapy departments. Preference is also given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such hospitals, other hospitals will be used when equipped to give quality service as needed, and when approved by the Medical Consultant.

(4) Standards for Clinics.

(a) Wherever feasible the State Division will utilize well organized clinics offering services of high quality, and operating under or approved by an official State Agency.

(5) Schools and other Training Institutions.

(a) The State Division will utilize only those schools, colleges, and other training institutions which are fully accredited by the Office of the Superintendent of Public Instruction or other official accrediting agency within the State wherein the facility is located.

DEFINITIONS

(1) Rehabilitation Facility: Defined in Section 1361.1 of the Federal

Register as a facility which is operated for the primary purpose of providing vocational rehabilitation services to handicapped individuals and which provides, singly or in combination, one or more of the following services for handicapped individuals.

(a) Vocational rehabilitation services which shall include under one management, medical, psychological, social and vocational services.

(b) Testing, fitting, or training in the use of prothetic and orthotic devices.

(c) Prevocational conditioning or recreational therapy.

(d) Physical and occupational therapy.

(e) Speech and hearing therapy.

(f) Psychological and social services.

(g) Evaluation of rehabilitation potential.

(h) Personal and work adjustment.

(i) Vocational training with a view toward career advancement (in combination with other rehabilitation services).

(j) Evaluation or control of specific disabilities.

(k) Orientation and mobility services and other adjustment services to the blind.

(l) Transitional or extended employment for those handicapped individuals who cannot be readily absorbed in the competitive labor market; provided, that all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to prescribe or supervise the provision of such services in the state.

(2) Vocational (Work) Evaluation: A comprensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. Vocational (Work) Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.

(3) Work Adjustment: Work adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.

(a) Each facility providing work adjustment service for Rehabilitative Services Division clients will be required to submit a description of their work adjustment program to the State Rehabilitative Services Division office for approval prior to its acceptance of work adjustment fees. In addition work adjustment will be authorized for a period of only three months at one time. At the end of the three months a report on the necessity of continuing work adjustment will be required from appropriate facility staff.

(b) Work adjustment may NEVER precede vocational evaluation, and a vocational evaluation is always a prerequisite to work adjustment. Only if these two rules are followed by the facility, can work adjustment be authorized for Rehabilitative Services Division clients.

(4) Sheltered Workshop: Sheltered Workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skill and adjustments which would enable them to move out of the facility into the competitive labor market. Rehabilitation services play a supportive role to successful employment in the facility.

(5) Day Activity Center: A facility provides the initial phase of treatment for individuals both within the community and those discharged from the institution who are medically determined to be severely handicapped (mentally or physically). Its emphasis is in the provision of all, one, or some of the following services:

(a) Personal health and hygience - encourage and train for proper care of body, use and selection of clothes, dietary considerations, basic safety knowledge.

(b) Social skills and attitudes - encourage and train socially acceptable manners relating to table manners, social, group and heterosecual contacts, value and use of money, methods and customs regarding the use of the telephone and use of public transportation, encourage and train for conduct relating to self, property and person of others, role of social institutions, individuals and group customs.

(c) Leisure time and recreational activities - encourage and train in the use of public recreational activities, churches, privately sponsored community programs, other social agencies, and home and individual leisure activities.

REHABILITATION FACILITIES

(1) The Division will accept as its standards the standards of the Commission on Accreditation of Rehabilitation Facilities (CARF). These standards will be applied to any rehabilitation facility where the Division provides funding or purchases services or where the Division has formal cooperative agreements. Facilities accredited by CARF will be adjudged to be certified.

(2) If certification is denied, the facility will be notified of the reason/reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased by the Rehabilitative Services Division nor grants awarded by same. The Fair Hearing Process will be an available recource to facilities. (See Sub-Chapter 2 of Chapter 2 of these Montana Administrative Codes for the Fair Hearing Process.)

(3) Facilities are encouraged to apply for CARF accreditation. The fee for only the first CARF accreditation survey per facility may be reimbursed by the Rehabilitative Services Division, with the balance of operating costs to be paid by the facility. Any subsequent accreditation survey fees will have to be paid for by the facility itself.

(4) Applications of Standards.

(a) Any rehabilitation facility selling a service to the Rehabilitative Services Division must have been certified by said Division as minimally meeting CARF standards. No facility will be utilized beyond 12 month provisional certification without CARF accreditation being demonstrated at the end of those 12 months. A delay in the CARF decision making process will be tolerated if it continues beyond the 12-month period.

(b) Grants will be considered only for those facilities possessing either provisional certification or CARF accreditation. Facilities seeking construction grants must also meet minimum standards described in Part 1362 of the Federal Register, Volume 40, No. 228.

(5) Duration of certification.

(a) The Rehabilitative Services Division will provide full certification upon receipt from the facility of records and reports attesting to its CARF accreditation. The tenure of the certification by the Rehabilitative Services Division shall be one year. The Division may in individual cases and at its sole discretion, provide a provisional certification of the facility for up to six (6) months in tenure based upon records and reports; requests for an additional 6 months will be granted upon adequate information the facility is attempting to meet CARF accreditation.

(d) Arts and Crafts - encourage the crafting of items by individual clients for their own pleasure and satisfaction and not for sale.

(6) Work Activities Center: Such a facility "shall mean a workshop, or a physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose. No sheltered workshop or separate department thereof shall qualify as a work activities center if the average productivity per handicapped worker is $1,225.00 or more per year as measured by dividing the total annual earned income of the work program less the cost of purchased materials used, by the average number of clients in the work program or, if wage payments are primarily at piece rates, the average annual labor rate per client is $875.00 or more as measured by dividing the total annual wages of the clients by the average number of clients in the work program. These figures are subject to change in the minimum wage law implemented by the U. S. Department of Labor. (The average number of clients shall be determined by taking the average of the total number of clients in the work program on the last day of each quarter in the previous fiscal year, provided such average is representative of the average number of clients employed during the entire year.) No individual worker whose productivity substantially exceeds this average shall be employed at less than the statutory minimum wage under a work activities center certificate. (A handicapped worker, whose productivity substantially exceeds the average, may be certificated under 29 C.F.R., Part 524 in rare and unusual cases where necessary to avoid extreme hardhsip, if he is unable to earn the statutory minimum because of his handicap, and if his production and earnings are included in the averages provided in this paragraph.) Where information is not available for a year, a temporary certificate for not more than six (6) months may be issued based on the limited information available if it is represented that the center expects and has good reason to believe that the conditions hereinabove specified will be satisfied when one year's data are available. Information to be considered will include the severity of disability of the handicapped workers employed, or other pertinent factors (29 C.F.R., Part 525).

(7) Speech Pathology: Primary emphasis of the facility is speech pathology, supported by appropriate audiological, medical, social and/or vocational adjustment services.

(8) Audiology: Primary emphasis of the facility is audiology, supported by appropriate speech pathology, medical, social and/or vocational adjustment services.

(b) It shall be an expressed condition of the Rehabilitative Services Division certification that they, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the Rehabilitative Services Division, may review the facility's certification and may modify its certification decision. At the discretion of the Rehabilitative Services Division, such review may include an onsite visit. Certification by the state is not a guarantee of grants nor of purchases of services by the Rehabilitative Services Division.

(c) New Facilities - The Rehabilitative Services Division, may in individual cases, and its own discretion, provisionally certify a new facility during the first year of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the Division's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey, and services will not be purchased by the Rehabilitative Services Division, nor grants of money even considered until such provisional certification is attained.

(6) Provisional certification -- Minimum requirements.

(a) In order to receive provisional certification, The Rehabilitative Services Division must be provided with records, reports, and documents attesting to the facility's level of compliance with CARF standards for extension beyond 6 months. Evidence must be shown of the ability to meet CARF compliance within a 12-month period.

(7) Exclusion and exceptions.

(a) In general, the policy of the Division will be to include rather than exclude services and facilities from these rules and regulations. Exclusion will be approved by the Division Administrator. Examples of exclusion are:

(i) Group homes.
(ii) Hospitals, (not purporting to be a rehabilitation facility) schools and other training institutions, on-the-job training when such training is carried out in regular commercial or industrial enterprises and not supervised by an organizational entity meeting the definition of "Rehabilitation Facility".
(iii) Halfway houses.

(b) The above are presently being licensed by other appropriate state agencies, and this Division will accept their certification.

(8) Out-of-State-Facilities: Only those out-of-state rehabilitation facilities accredited by CARF will be occasionally utilized by the Rehabilitative Services Division.

Extended Employment Program

DEFINITIONS

(1) Severely handicapped person: A person who has a physical or mental impairment which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, respiratory or plumonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure and any other disability, specified by the department in regulations it shall prescribe; and/or a person who, because of lack of social competence, mobility, experience, skills, training, or other successful characteristics, is in need of sheltered employment or work activity services in a protective setting.

(2) Physical or mental disability: A physical or mental condition which materially limits, contributes to limiting, or if not corrected, will probably result in limiting any individual's activities or functioning.

(4) Sheltered workshops: A charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature - and which is certified by the Rehabilitative Services Division.

(5) Work activity center: A physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose - and which is certified by the Rehabilitative Services Division.

OBJECTIVES

(1) The objectives of this program as identified by the Rehabilitative Services Division are:

(a) The creation of additional employee work stations.

(b) The provision of alternate types of care for current institutional population.

(c) The provision of opportunity for severely disabled persons (who cannot be readily absorbed in the competitive market) to participate in Sheltered Workshop and Work Activity Center programs in Montana.

FUNCTIONS OF COMMUNITY SERVICES DIVISION

(1) The two main functions of the Community Services Division in this program are:

(a) Providing casework services related to the service goal of keeping the subsidized individual on the job during the prolonged workshop experience plus aiding in the preparation of him/her for advancement from the workshop situation.

(i) The workshop personnel and Rehabilitative Services Division staff, having extensive experience with problems facing this group of people, will be planning resources in developing appropriate supportive service by which the service goal may be attained.

(ii) The social service worker is responsible for aiding the procurement of adequate housing, if necessary; arranging transportation for health or employment needs; day care, when appropriate; developing appropriate resources relating to money management, dress, deportment on the job; as well as offering individual or group counseling as needed.

(b) Community Services Division will assign a representative to the Extended Employment Committee for each facility.

FUNCTIONS OF REHABILITATIVE SERVICES DIVISION

(1) The Rehabilitative Services Division has five main functions:

(a) To administer the extended program including:

(i) Allocation of extended monies to workshops.

(ii) Payment of extended monies to workshops.

(iii) Evaluation of the results of the extended payments related to subsidy program goals.

(b) To participate with Community Services Division and the workshops and Work Activity Centers to assure that all clients referred for extended employment have been evaluated and determined to be appropriate for placement in sheltered employment.

(c) To refer appropriate clients to certified workshops and Work Activity Centers, particulary those who are joint Community Services Division and Rehabilitative Services Division clients.

(d) To assist in periodically re-evaluating clients who are closed in sheltered employment to assess their ability to profit from further Rehabilitative Services Division services, and to reopen such cases as may be able to benefit.

(e) Supportive services required by individuals in the Extended Employment Program will be arranged by members representing Social Services or by the community worker.

(i) Rehabilitative Services Division must be the first source of training opportunities to be considered for any individual, age 16 or over, who is not legally blind but whose condition of physical, mental or emotional health.

(ii) Emotional problems include the standard pyschiatric classifications of mental retardation, psychoneuroses, or psychosis. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular, suitable jobs. Include as eligible for Rehabilitative Services Division training or rehabilitation services are those people who have been functioning but substantially below the capability they may attain through Rehabilitative Services Division services.

EXTENDED EMPLOYMENT COMMITTEES

(1) Guidelines.

(a) A multi-agency committee shall be established at each sheltered workshop and Work Activity Center participating in the legislatively approved extended program. Each committee shall have representatives from the facility, Social Services, and Rehabilitative Services Division (the Vocational Rehabilitation Facility Liaison Counselor and the Regional Developmental Disabilities Community Worker). The Rehabilitative Facilities Specialist is always an ad hoc member of the Committee and shall vote to break ties.

(2) The purposes of the Extended Employment Committees are:

(a) To screen referrals to appropriateness of certification to the

extended program. The Rehabilitative Facilities Specialist should be consulted if there is any question as to appropriateness of a given workshop for a given client.

(b) To certify disabled persons to extended slot, in a particular workshop or Work Activity Center.

(c) To identify client goals. The client should be involved actively in the process of determining his appropriateness for sheltered employment under this program. Goals should be set with the client, not just for the client and each client should know what he can expect from this program and what he must put into the program. A written plan should be developed for each client and must be a part of the workshop, Social Service file, and the Rehabilitative Services Division file.

(3) To monitor, coordinate, or provide services to extended clients:

(a) Community Services Division social service worker should provide casework services.

(b) Rehabilitative Services Division counselor should periodically ascertain client readiness for additional Vocational Rehabilitation services.

(c) Workshop member should represent all workshop functions.

(d) Community worker should provide purchase of service functions.

(4) To de-certify clients:

(a) When the absences of clients are too frequent for them to be gaining from workshop experiences.

(b) When clients are deceased.

(c) When clients move from area.

(d) When clients can't tolerate the program.

(e) When client reaches a level of productivity which no longer requires program.

(5) To determine when and how long slots should be held open for absent enrollee.

(6) To assess at least every six months the status of the client enrolled in extended slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment should be committed to writing with a copy in the workshop files and in the Social Service and in the Vocational Rehabilitation case records.

RULES FOR EXTENDED EMPLOYMENT PROGRAM

(1) A client extended slot which remains vacant for a period of 60 days will be subject to removal from the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.

(2) A facility which is unable to provide consistent services minimally six hours per day five days per week, to extended clients, is subject to a reduction of the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.

(3) Should the services of a facility which provides extended services to clients of the Rehabilitative Services Division fall below minimum standards, the facility will be notified in writing of the deficiencies and be given a specific period of time to make corrections. Should corrective measures not be made, the facility will be subject to lose all allocated slots of the Extended Employment Program.

(4) Facilities are required to notify the Rehabilitative Services Division Facility Liaison Counselor when a client has been absent from the program for three consecutive work days. The facility is responsible for informing the specified Rehabilitative Services Division personnel of the reason for the absence. The Rehabilitative Services Division personnel has the authority to excuse, or not excuse the absences. This fact will be viewed as one of the followups by the Rehabilitative Services Division Counselor.

APPOINTMENT OF EXTENDED EMPLOYMENT COMMITTEE

(1) County directors assign a social worker as liaison to a particular workshop.

(2) Rehabilitative Services Division District Supervisors assign Community Workers and liaison Vocational Rehabilitation counselors to a particular workshop.

(3) Each workshop director identifies a nominee to the committee--usually the director or professional staff member.

(4) The Rehabilitative Services Division Facilities Specialist will be an ad hoc committee member and will assist the workshop director to get the committee started and help solve any organizational problems that might develop.

ORGANIZATION OF COMMITTEE

(1) Each committee will elect a chairman of its choice. While the workshop representative would seem a logical choice to chair the committee, the members may appoint someone else.

(2) Each committee will meet as needed to carry out its purposes. Larger workshops with greater numbers of extended work stations may find it necessary to meet quite regularly while smaller workshop committees may meet infrequently beyond initiation of the program.

(3) Each committee will keep minutes of its meetings and keep such minutes on file at the workshop. Minutes should identify, for each referral, the reasons for acceptance or rejection into the program and the recommended client goals.

(4) Three of the four committee members must be present to conduct business.

(5) The committee should make a concerted effort in decision making and not certify a client into the program who does not meet the approval of each member. However, an occasional impasse may occur. In the event that a decision is not possible, decisions will be appealed to the Chief of the Special Projects Bureau.

DETERMINING CERTIFICATION INTO EXTENDED SLOTS

(1) Criteria for determining which clients are certified into extended slots shall be as follows:

(a) All referrals must have undergone a comprehensive work evaluation by Rehabilitative Services Division which is the referral resource.

(b) The caseworker shall make a determination as to whether the referral is a recipient of Supplemental Security Income or Medical Assistance. Priority will be given to this group who would be entitled to Purchase of Service using federal funds from Family and Adult Services. However, Rehabilitative Services Division will fund subsidy slots using unmatched monies where clients meet remaining criteria.

(c) Institutional History: Priority should be given also to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for sheltered employment. Slightly lower priority shall be given to those referrals who have not been institutionalized but who are ajudged to be candidates for institutionalization if not provided sheltered employment.

(d) Productivity Level: Since the purpose of this program is to provide sheltered employment for the severely disabled, the committee shall give greater weight to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously low" producers are identified as being up to 50 percent

productive (when compared with normal non-handicapped workers). "Marginal" producers would range between 50-75 percent productivity and be paid that percentage of the prevailing wage. These individuals usually "earn their own way" to a great extent and the workshop requires relatively little financial support outside of product sales. Workers classified as over 75 percent shall not be certified to the extended program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment.

(i) Productivity level would be determined in the evaluation process.

(ii) An amount considered necessary to subsidize the net loss of a workshop serving this client population will be determined by each facility and used as the payment required.

(e) The Extended Committee shall develop and maintain a prioritized "waiting list" from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in these guidelines.

PRIORITIES

(1) Applicants entitled to Social Services who are Developmentally Disabled must utilize funds available through the Purchase of Service program. Other applicants entitled to Social Services and not eligible for Purchase of Service should be the first priority for Extended Employment.

Resolution:

The Rehabilitative Services Division does not have the need or the resources to support other than the following eight rehabilitation facilities and any of their potential satellites:

Billings Sheltered Workshop
3116 First Avenue North
Billings, MT 59102
Phone: 248-9115

Eastern Montana Industries
P.O. Box 636
Miles City, MT 59301
Phone: 232-3740

Helena Rehab. Industries
1325 Helena Avenue
Helena, MT 59601
Phone: 442-8632

Easter Seal Adult Training Center
4400 Central Avenue
Great Falls, MT 59401
Phone: 727-3151

Missoula Rehabilitation Center
2829 Fort Missoula Road
Missoula, MT 59801
Phone: 728-3570

Butte Sheltered Workshop
207 South Montana
Butte, MT 59701
Phone: 723-6501

Missoula Opportunity Workshop
402 East Madison
Missoula, MT 59801
Phone: 721-2930 543-7956

Flathead Industries for the Handicapped
305 Third Avenue East
Kalispell, MT 59901
Phone: 755-7656

MANAGEMENT INFORMATION SYSTEM

PROGRAM EVALUATION PROJECT

MONTANA REHABILITATION SERVICES DIVISION

REVISED: JUNE 1978

MANAGEMENT INFORMATION SYSTEM

Program Evaluation Project

MONTANA REHABILITATION SERVICES DIVISION

June 1978

I. Introduction

In conjunction with the development and installation of the program evaluation systems in the rehabilitation facilities, a Management Information System (MIS) has also been developed and installed.

The data items which follow will be used to obtain common information from all rehabilitation facilities serving clients from the Rehabilitation Services Division. They will be compatible with and will supplement the data that will be produced by each facility's Program Evaluation System. The (MIS) data will enable the state RSD to combine data across all facilities with similar programs and to make certain comparisons between facilities and their programs.

II. Specifications

1. Data will only be required on programs serving RSD-sponsored clients. For programs serving both RSD clients and others, such as Developmental Disabilities, the MIS reports should include only those sponsored by RSD.

2. Installation of the MIS will take place at the same time that the Program Evaluation Systems are installed in each facility.

3. Reports will be prepared by the facility and presented to RSD on a quarterly basis.

4. Data will be supplied by each facility in aggregate form for the current quarter and cumulatively from the beginning of each fiscal year.

5. Each facility will be responsible for its own data collection and processing.

6. MIS data will be reported by type of program. The same program types will be used as in the Program Evaluation System.

7. The MIS will include the following categories of data items:
   A. Referral to Program Start
   B. Program Start to Termination
   C. Program Benefits
   D. Program Efficiency
   E. Client Characteristics

8. RSD will prepare statewide summaries using the MIS data and distribute them to all facilities.

9. Summary of MIS Reporting Requirements

A. Vocational Evaluation Programs

Form 1 - Program Activity Report

Form 2 - Vocational Evaluation: Results Report

Form 5 - Vocational Evaluation: Client Characteristics Report

Col. 1 - All losses before program start
Col. 2 - All completors
Col. 3 - All non-completors

B. Work Adjustment, Skill Training and Placement Programs

Form 1 - Program Activity Report

Form 3 - Work Adjustment, Skill Training, Placement: Results Report

Form 6 - Work Adjustment, Skill Training, Placement: Client Characteristics Report

Col. 1 - All losses before program start
Col. 2 - Clients closed in vocational benefit category or transferred
Col. 3 - Clients transferred or closed with no vocational benefit

C. Extended Employment Programs

Form 1 - Program Activity Report

Form 4 - Extended Employment: Results Report

Form 7 - Extended Employment: Client Characteristics Report

Col. 1 - All losses before program start
Col. 2 - Clients closed in competitive employment
Col. 3 - All other closures

Form 8 - Extended Employment: Characteristics of Current Clients Report. This report is to be submitted twice a year, end of July and end of December.

(Sample forms are included following the instructions for each form.)

N.B. Any statistics representing Visual Services Division clients should be asterisked or especially noted on the form on which they appear.

III. Program Activity Report (MIS Form 1)

Section A. Referral to Program Start

This set of data items covers the period from date of referral by RSD to the date of actual program start. It will be necessary that referrals are defined in the same way by each facility and that the date of referral is clearly identifiable for each client.

Enter the name and program type of each program at the top of the form. If there are more than 4 programs, use another page. Note: do not total data across programs.

1. Referrals Received. The number of referrals received from RSD, official referral form and/or written information about the client. A referral can be verbal followed by a written referral format, or it can be strictly a written format. It is preferably the latter.

2. Waiting List. The total number of clients that have been referred and who have not yet started at the end of the reporting quarter. Next, account for this total number in the following categories.

   a. Referred, no action. Those referrals for whom no decision regarding acceptance has yet been made. This includes persons not yet seen for screening.

   b. Accepted, no residence. Referrals that have been accepted but have not yet started primarily because of lack of suitable housing for the clients.

   c. Accepted, all others. All other referrals that have been accepted but have not yet started - for any reason. This includes those who may have been scheduled to start sometime in the future.

3. Losses. The number of clients who had been referred for whom it was determined that they will not start the program. All referrals must eventually be reported either as a "loss" or as a "program start".

4. Program Starts. The number of clients who received any evaluation or treatment services following acceptance for services. This would include any clients who started regardless of the length of time in the program.

5. Start Lag. The average (mean) number of working days between referral and program start for those clients that started, Item #4. If the average has been affected by some clients who were on the waiting list a very long time, add an explanatory note below under "Comments". In counting working days, exclude days clients were laid off "in shop" work and include holidays.

6. Loss Percent. This would be expressed as a percentage determined by dividing the number of losses by the number of program starts plus losses. For example: if a program started 20 clients during a quarter and had 5 losses, the loss percent would be 5 ÷ 20 + 5 = 5/25 = 20%.

7. Waiting More Than 4 Weeks. The number of clients that have been on the waiting list (referred but not yet started) more than 4 weeks at the end of the reporting quarter.

Section B. Program Start to Termination

This set of data items covers the time period from program start to termination by the facility, during which services are provided. This will usually be the same as the period covered by RSD authorization.

1. Capacity. The number of "slots", or clients who can be served from RSD at any one time. This figure is normally determined when the Facility budget is calculated. If the program serves people from other referral sources, the capacity reported here may be less than that of the total program, particularly if some of that total capacity is set aside or committed to other referral sources.

2. Absenteeism Rate. The hours or days or weeks (use only one form of time period in calculating) the rehab client was expected to be participating in the particular program and wasn't. If facility staff expect client to be in program so many days or hours or weeks for active participation in that program that quarter, then the number of hours or days or weeks he/she was not there divided by the total number of days or hours or weeks he/she was expected to be there equals the absenteeism rate. Whichever time frame you use (hours, days or weeks) poses no problem because absenteeism is expressed as a percentage. Formal suspensions are not counted in absenteeism. Example: 6 clients scheduled for 60 working days of quarter = 360 scheduled days. Due to absenteeism, they showed only 320 days. Thus: 320 ÷ 360 = 89% of time present, 100% - 89% = 11% absenteeism.

3. Terminations. The number of clients terminated, i.e., no longer under authorization during the reporting period.

4. Utilization Rate. This would be expressed as a percentage, determined by dividing the average daily or weekly number of clients scheduled from RSD by the capacity. This does not take into account absenteeism. Example: 6 RSD clients per day are scheduled for vocational evaluation for a week. The facility voc eval capacity for RSD clients is 10 per day, for a week. Thus: 6 clients x 5 days = 30 client days, 10 clients x 5 days = 50 client days. $\frac{\text{30 client days present}}{\text{50 client days scheduled}}$ = 60% Utilization Rate

FORM SRS–RSD–SP–13
(new 6/78)
MIS FORM 1

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

PROGRAM ACTIVITY REPORT
MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

	PROGRAM TITLE & TYPE							
A. Referral to Program Start (all program types)	THIS QTR.	CUMULATIVE	THIS QTR.	CUMULATIVE	THIS QTR.	CUMULATIVE	THIS QTR.	CUMULATIVE
1. Referrals received								
2. Waiting List Total								
a. Referred, no action								
b. Accepted, no residance								
c. Accepted, all others								
3. Losses (will not start)								
4. Program Starts								
5. Start Lag (average days between referral & start)								
6. Loss percent (losses / (starts & losses))								
7. Waiting more than four weeks								
B. Program Start to Termination (all program types)								
1. Capacity, slots								
2. Absenteeism rate, %								
3. Terminations								
4. Utilization Rate								
5. Unused Capacity (no. of additional clients that could have been served)								

COMMENTS:

5. Unused Capacity. An estimated number of new clients that could have been started that quarter but were not. If the utilization rate was 100% or more, the facility would report "0". This should take into account program length.

IV. Vocational Evaluation: Results Report (MIS Form 2)

Section A. Program Results

The items in this section apply to the clients closed by a facility from a Vocational Evaluation Program. "Closures" are reported here rather than "Terminations". Most clients will be closed within 30 days of termination when the feedback regarding acceptance of evaluation recommendations should be available. That is, a closure exists when facility staff receive the feedback (after 30 days) that their recommendations are accepted.

The recommendation numbers 1-6 are for the major recommendation made for each client completing the program. Each client will be reported in one major recommendation category, even though additional recommendations have been made. For example, if a client is recommended for competitive employment with a backup or secondary recommendation for sheltered work, he would be tallied here only under the competitive employment recommendation. Report the type of recommendation made on a client in the same quarter you report whether or not the recommendation was accepted.

1. Competitive Employment Recommended. Full or part time unsubsidized employment at least at minimum wage is recommended. Include here clients for whom placement assistance in competitive employment is recommended. If you are recommending job seeking skills training, use this category.

2. Skill Training, OJT, College or Secondary School is Recommended.

3. Extended Employment, Unpaid Family Worker or Homemaker is Recommended.

4. Work Adjustment Services Recommended. This includes all types of programs where the emphasis is on improving client work behavior. This is normally a longer time period than voc eval, but usually not as long as VR-Extended Employment.

5. Not Feasible: Other Non-Vocational Services Recommended. Clients who are determined to be not feasible for vocational rehabilitation but for whom non-vocational services not already being received are recommended (e.g., Social Security disability benefits, treatment for emotional problems, etc.).

6. Not Feasible, No Services Recommended. Clients determined to be not feasible for vocational rehabilitation and no new services are recommended (e.g., client is to return home for continued family care).

7. Evaluation Not Completed, No Vocational Recommendations. Clients who did not participate in the program long enough for any of the above recommendations to be made.

8. Total Closures. The sum of Items #1-7 above.

9. Major Recommendations Accepted. The clients on whom major recommendations have been made and the feedback from the referring counselors indicate that these recommendations have been accepted. That is, the recommendations have either been carried out (e.g., client has started the recommended work adjustment services), or the recommendations have been included in the client's Individual Written Rehabilitation Plan (IWRP). Calculate the percentage of accepted recommendations only on those clients for whom such information is available from the referring counselors. If there are some cases for whom this information is not available, add a note under "Comments" indicating the number of clients, which counselors are involved and what efforts were made to get the information.

   How are recommendations accepted?
   1. Sharing of the IWRP with the facility.
   2. Special feedback form from RSD counselor to facility.
   3. Assessment Needs Committee Meeting.
   4. Exit interview with client, RSD counselor and facility staff.

   The definition of an accepted recommendation for a particular facility should be made available to all RSD counselors.

Section B. Program Efficiency for Vocational Evaluation Program.

1. Average Number Program Days. This average is for all program closures Item #8 above. If the average is particularly affected by a few clients who dropped out very early or who were extended, you may want to add a note under "Comments".

2. Average Cost to RSD Per Client Completing Program. This is calculated by dividing the total fees for all clients closed (or the total RSD grant for the reporting period) by the number of clients who had completed the program (Items #1-6). Example: 25 clients were closed during the quarter, the total fee was $7,500, and 20 clients are reported as completing the program (5 non-completors), the average cost to RSD would be $7,500 ÷ 20 = $375.00.

FORM SRS–RSD–SP–14
(new 6/78)
MIS FORM 2

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

VOCATIONAL EVALUATION: RESULTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Title: _____

A. PROGRAM RESULTS	THIS QUARTER		CUMULATIVE	
	No.	Percent	No.	Percent
1. Placement for competitive employment recommended				
2. Skill training, OJT, college or secondary school recommended				
3. Extended employment, unpaid family worker or homemaker recommended or homebound				
4. Work adjustment services recommended				
5. Not feasible – non-vocational services recommended				
6. Not feasible – no services recommended				
7. Evaluation not completed – no vocational recommendations				
8. Total closures (Sum of 1–7)				
9. Clients for whom major recommendations accepted				
B. Program Efficiency				
1. Average number program days, all clients closed				
2. Average cost to RSD per client completing program (A - 1–6 above)				

COMMENTS:

V. Work Adjustment, Skill Training, Placement: Results Report (MIS Form 3)

Complete one of these forms for each program of these types.

Section A. Program Benefits

The items in this section summarize the vocational benefits achieved by clients at the time of closure by the facility. The term "closure" is used rather than "termination" to take into account that many clients may not be reported as having or not having achieved some vocational benefit until some time after they are no longer receiving services: for example, waiting 60 days before closing a client on a job. All clients closed in any employment category must be in that status at least 60 days. All clients must be closed within 90 days of termination unless the person has entered a Status 26 category but has not yet been in that status 60 days. These may be held open up to an additional 60 days.

1. Full Time Competitive Employment. Permanent, unsubsidized, at least 30 hours per week, earning at least minimum wage.

2. Part-Time, Seasonal or Temporary Employment. Unsubsidized, less than 30 hours per week and/or not expected to be available for at least 6 months.

3. Sheltered Work/Work Activity. Full time or part-time consistent with DoL certificate criteria.

4. On-The-Job Training. Formal arrangement where client receives training along with employment. Expectation is that employment will continue beyond OJT. Facilities may choose to wait with these clients until they have been employed 60 days beyond the OJT period and count them in Item #1 above.

5. Accepted for Full Time Secondary School or College. Clients may be counted in this category upon acceptance by the institution.

6. Accepted for Vocational or Skill Training. This could refer to acceptance by any manpower training program or Vo Tech or training program in another facility.

7. Homemaker.

8. Unpaid Family Worker.

9. Total #1-8. This is the total number of persons achieving any vocational benefit, all Status 26 and potential Status 26 closures.

10. Transfer. Clients transferred to and accepted by other vocational programs. This refers to a transfer to a vocational program other than #1-8.

11. None of the Above Benefits. Total number of persons closed from each program who do not achieve any of the listed vocational benefits.

12. Total Closures. The sum of #9, 1, 11.

13. Average Gross Weekly Earnings. Clients closed in full time competitive employment.

14. Average Gross Weekly Earnings. Clients closed in part-time, seasonal or temporary employment.

15. Average Gross Weekly Earnings. Clients closed in sheltered employment.

Section B. Program Efficiency

1. Average Number of Program Weeks. Clients closed in each of the closure categories listed above (A 1-12). Time in program includes from the date of program start to the date of termination or start of employment, less any time formally suspended from the program.

2. Average Cost (To RSD) Per Client. Closed in any Status 26 or potential Status 26 category listed above (A 1-9). The average cost includes the fee for all clients closed regardless of benefit achieved. Example: if 10 clients were closed in a program and the total fee for those 10 clients was $6,000 and 5 of those clients were in Status 26 categories, 5 in other categories, the average cost would be $6,000 ÷ 5 = $1,200.

FORM SRS–RSD–SP–15
(new 6/78)
MIS FORM 3

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING, PLACEMENT: RESULTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Title: _____ Program Type: _____

	THIS QUARTER		CUMULATIVE	
A. PROGRAM BENEFITS	No.	Percent	No.	Percent
1. FULL–TIME COMPETITIVE EMPLOYMENT				
2. PART–TIME, SEASONAL OR TEMPORARY EMPLOYMENT				
3. SHELTERED WORK / WORK ACTIVITY				
4. ON–THE–JOB TRAINING				
5. ACCEPTED FOR FULL–TIME SECONDARY SCHOOL OR COLLEGE				
6. ACCEPTED FOR VOCATIONAL OR SKILL TRAINING				
7. HOMEMAKER				
8. UNPAID FAMILY WORKER				
9. TOTAL (SUM OF 1–8)				
10. TRANSFER TO OTHER VOCATIONAL PROGRAM (OTHER THAN NOS 1–8)				
11. NONE OF THE ABOVE BENEFITS				
12. TOTAL CLOSURES (9 + 10 + 11 = 12)				
13. AVERAGE GROSS WEEKLY EARNINGS IN FULL–TIME COMPETITIVE EMPLOYMENT	$		$	
14. AVERAGE GROSS WEEKLY EARNINGS IN PART–TIME, SEASONAL OR TEMPORARY EMPLOYMENT	$		$	
15. AVERAGE GROSS WEEKLY EARNINGS IN SHELTERED WORK	$		$	
B. PROGRAM EFFICIENCY 1. AVERAGE NUMBER PROGRAM WEEKS, ALL CLIENTS CLOSED				
2. AVERAGE COST TO RSD ALL STATUS 26, (ITEM 9 ABOVE)	$		$	

COMMENTS:

VI Extended Employment: Results Report (MIS Form 4)

Section A. Program Benefits

The items in this section apply to clients closed by a facility from an Extended Employment Program and those clients remaining in the facility. All clients must be reported as program closures within 90 days of termination unless they have entered employment but have not been working 60 days. They then may be held open up to an additional 60 days before program closure.

1. Competitive Employment. Full or part time, permanent, unsubsidized employment at least at minimum wage.

2. Transfer to Other Vocational Program or Skill Training. Clients that have been transferred to and accepted by other vocational programs (such as Work Adjustment Training) or skill training at the same facility or at other resource.

3. Closed, placed into Status 00. Clients who have been placed into referral status by the state agency during the reporting quarter.

4. Closed, not available for review and reevaluation. In effect, this is all other closures, for any reason (e.g., died, moved, returned home, etc.).

5. TOTAL. The sum of items #1-4 above. Note: Ordinarily, a client would not fall into more than one of the above categories. If it does occur, please explain under "Comments".

6. Placed into post-employment Status 32. The number of persons who had an administrative review this reporting quarter and who have been placed into Status 32 by the state agency because of their need for post-employment services in order to maintain them in their present extended employment. For cumulative, indicate the total number of persons currently in the facility who are in Status 32.

7. Maintained in facility or workshop employment following administrative review. The number of persons who had an administrative review this reporting quarter and who remain in workshop employment. This includes those reported in Item #6 above. It does not include anyone remaining in the facility who did not have an administrative review this quarter.

   For the cumulative figure, indicate the total number of persons remaining in workshop employment who had had an administrative review at any time during the current fiscal year.

8. Average Gross Weekly Earnings in Competitive Employment. This is calculated for the clients reported in Item #1 above.

9. Average Weekly Earnings All Clients in Extended Employment. This is calculated for all clients who were in extended employment during the reporting period, regardless of whether or not they have had an administrative review.

Section B. Program Efficiency

1. Average Number Months, Clients Closed in Competitive Employment or Transferred (Items #1 and 2 above). Time in program includes from the date of program start to the date of termination, less any time formally suspended from the program.

2. Average Monthly Program Cost to RSD Per Client in Extended Employment. This is calculated by dividing the total RSD fees or grant for the reporting period by the number of client months. Example: if the RSD fees totaled $13,500, and there were 15 clients involved 3 months each during the quarter, the average cost would be $13,500 ÷ 45 = $300 per client month.

FORM SRS–RSD–SP–16
(new 6/78)
MIS FORM 4

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: RESULTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Title: _____

	THIS QUARTER		CUMULATIVE	
A. PROGRAM BENEFITS	NUMBER	PERCENT	NUMBER	PERCENT
1. Competitive employment				
2. Transfer to other vocational program or skill training				
3. Closed, placed into Status 00				
4. Closed, not available for review and reevaluation				
5. TOTAL (sum of 1–4)				
6. Placed into post employment, Status 32 (remain at facility)				
7. Maintained in facility or workshop employment following administrative review				
8. Average gross weekly earnings, clients in competitive employment				
9. Average weekly earnings, all clients in extended employment				
B. PROGRAM EFFICIENCY				
1. Average number months, clients closed in competitive employment or transferred (Items 1 and 2 above)				
2. Average monthly program cost to RSD per client in extended employment				

COMMENTS:

CLIENT CHARACTERISTICS REPORTS

These reports ask for information on those key client characteristics or descriptors that will be used in the monitoring of the types of clients served and in interpreting the results achieved.

Leave spaces blank if there are no clients to report for a particular item. Include % of total only when the numbers are reasonably large, at least 10-15 clients total.

Items #1-12 are primary disability categories. Each client can be tallied in only one of these 12 categories. Do not tally secondary disabilities. Check to be sure Items 1-12 added together equal the total reported at the top. A client diagnosis is available on the medical, possessed by the referring RSD counselor.

1. Blind
2. Visually Impaired
3. Deaf
4. Hard-of-Hearing
5. Mentally Ill
6. Mentally Retarded, Not Developmentally Disabled
7. Cerebral Palsy, Not Developmentally Disabled
8. Epilepsy, Not Developmentally Disabled
9. Developmentally Disabled
   (a) Mentally Retarded
   (b) Cerebral Palsy
   (c) Epilepsy
10. Character and Personality Disorders
11. Addictive Disorders
12. Other Orthopedic or Medically Disabled
13. Multiply Disabled - Client has more than one of the above disabilities, a secondary disability exists.

*14. Severely Disabled
15. Never Worked: Part-Time, Full-Time, Competitive or Sheltered, Prior to Program Entry.
16. Minorities (Black, Native American, Oriental, Spanish Surname)
17. Age under 18
18. Age 18-21
19. Age 22-54
20. Age 55 and over
21. No High School Diploma or Equivalency
22. History of Special Education
23. Received Public Support. Worker's Compensation, Medicaid, Medicare, Title XX, SSDI, AFDC, GA, at The Time of Referral or During the Program
24. History of Institutionalization (MR, MI, Chemical Dependency, Corrections)

*The term "severely disabled" means the disability which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure, respiratory or pulmonary dysfunction, and any other disability specified by the Secretary in regulations he shall prescribe.

SRS–RSD–SP–17
(new 6/78)
MIS FORM 5

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EVALUATION PROGRAM: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Title: _____

CHARACTERISTICS	COLUMN 1 LOSSES				COLUMN 2 PROGRAM COMPLETORS				COLUMN 3 NON–COMPLETORS			
NOTE: (Nos 1 – 12 Primary disability only)	THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE	
	NO.	%	NO	%	NO	%	NO.	%	NO.	%	NO.	%
TOTAL NO. OF PERSONS												
1. Blind												
2. Visually Impaired												
3. Deaf												
4. Hard of Hearing												
5. Mentally Ill												
6. Mentally Retarded, not Developmentally Disabled												
7. Cerebral Palsy, not Developmentally Disabled												
8. Epilepsy, not Develop. Disabled												
9. Developmentally Disabled												
a. Mentally Retarded												
b. Cerebral Palsy												
c. Epilepsy												
10. Character & Personality Disorders												
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled												
13. Mulitply Disabled (more than one of the above)												
14. Severely Disabled												
15. Never worked												
16. Minorities												
17. Age under 18												
18. Age 18 - 21												
19. Age 22 - 54												
20. Age 55 and over												
21. No High School Diploma or equivalency												
22. Special Education												
23. Received public support												
24. History of institutionalization												

COMMENTS:

VII. Vocational Evaluation: Client Characteristics Report (MIS Form 5)

Column 1 is to be used for indicating the characteristics of all clients reported as Losses Before Program Start. (If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".)

Column 2 is to be used for clients who are reported as Evaluation Program Completors, those for whom recommendations have been made. Be sure that this report includes only those people reported on the "Vocational Evaluation: Results Report". Do not report persons here that may have just recently completed Evaluation but for whom the acceptance of recommendations is not yet known.

Column 3 is to be used for clients who are reported as Non-Completors, that is, the evaluation was not completed, no recommendations were made.

VIII. Work Adjustment, Skill Training, Placement: Client Characteristics Report (MIS Form 6)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start. If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".

Column 2 is to be used for all clients reported as closed in a vocational benefit category (Item #9) on the Results Report.

Column 3 is to be used for all clients reported as transfers to other vocational program (Item #10) or no vocational benefit (Item #11).

IX. Extended Employment: Client Characteristics Report (MIS Form 7)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start.

Column 2 is to be used for clients reported as closed in Competitive Employment (Item #1) or Transferred (Item #2) on the Results Report.

Column 3 is to be used for all clients closed from Extended Employment for other than employment or transfer (Items #3 and 4) on the Results report. Note the additional characteristics items which further describe the Mentally Retarded clients in Items 6 and 9:

25. Educable MR
26. Trainable MR

SRS–RSD–SP–18
(new 7/78)
MIS FORM 6

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING, PLACEMENT: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATON FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Type: _____

CHARACTERISTICS	COLUMN 1 LOSSES				COLUMN 2 VOCATIONAL BENEFIT				COLUMN 3 TRANSFERRED, NO VOCATIONAL BENEFIT			
NOTE: (Nos. 1–12 Primary Disability only)	THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
TOTAL NO. OF PERSONS												
1. Blind												
2. Visually impaired												
3. Deaf												
4. Hard of hearing												
5. Mentally ill												
6. Mentally Retarded, not Developmentally Disabled												
7. Cerebral Palsy, not Developmentally Disabled												
8. Epilepsy, not Develop. Disabled												
9. Developmentally Disabled:												
a. Mentally Retarded												
b. Cerebral Palsy												
c. Epilepsy												
10. Character & Personal. Disorders												
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled												
13. Mulitply Disabled (more than one of the above)												
14. Severely Disabled												
15. Never worked												
16. Minorities												
17. Age under 18												
18. Age 18 - 21												
19. Age 22 - 54												
20. Age 55 and over												
21. No High School Diploma or equivalency												
22. Special Education												
23. Received public support												
24. History of institutionalization												

COMMENTS:

SRS–RSD–SP–19
(new 7/78)
MIS FORM 7

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Title: _____

CHARACTERISTICS	COLUMN 1 LOSSES				COLUMN 2 COMPETITIVE EMPLOY. OR TRANSFERRED				COLUMN 3 ALL OTHER CLOSURES			
NOTE: (Nos. 1–12 Primary disability only)	THIS QTR.		CUMULAT.		THIS QTR.		CUMULAT.		THIS QTR.		CUMULAT.	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
TOTAL NO. OF PERSONS												
1. Blind												
2. Visually Impaired												
3. Deaf												
4. Hard of Hearing												
5. Mentally Ill												
6. Mentally Retarded, not Dev. Disab.												
7. Cerebral Palsy, not Devel. Disabled												
8. Epilepsy, not Develop. Disabled												
9. Developmentally Disabled:												
a. Mentally Retarded												
b. Cerebral Palsy												
c. Epilepsy												
10. Character & personality Disorders												
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled												
13. Multiply Disabled (more than one of the above)												
14. Severely Disabled												
15. Never worked												
16. Minorities												
17. Age under 18												
18. Age 18 - 21												
19. Age 22 - 54												
20. Age 55 and over												
21. No High School diploma or Equiv.												
22. Special Education												
23. Received public support												
24. History of institutionalization												
25. Educable Mentally Retarded												
26. Trainable Mentally Retarded												

COMMENTS:

SRS–RSD–SP–20
(new 7/78)
MIS FORM 6

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CHARACTERISTICS OF CURRENT CLIENTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Program Title: _____ Reporting Period: _____

CLIENTS CURRENTLY REMAINING IN EXTENDED EMPLOYMENT		
CHARACTERISTICS (Nos. 1–12 Primary disability only)	NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS		100%
1. Blind		
2. Visually Impaired		
3. Deaf		
4. Hard of Hearing		
5. Mentally Ill		
6. Mentally Retarded, not Developmentally Disabled		
7. Cerebral Palsy, not Developmentally Disabled		
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled		
a. Mentally Retarded		
b. Cerebral Palsy		
c. Epilepsy		
10. Character and Personality Disorders		
11. Addictive Disorders		
12. Other Ortnopedic or Medically Disabled		
13. Multiply Disabled (more than one of the above)		
14. Severely Disabled		
15. Never worked		
16. Minorities		
17. Age under 18		
18. Age 18 - 21		
19. Age 22 - 54		
20. Age 55 and over		
21. No High School Diploma or Equivalency		
22. Special Education		
23. Received public support		
24. History of institutionalization		
25. Educable Mentally Retarded		
26. Trainable Mentally Retarded		
27. In extended employment less than one year		
28. In extended employment one to two years		
29. In extended employment two years or more		

COMMENTS:

X. Extended Employment: Characteristics of Current Clients Report MIS Form 8)

This report form is to be submitted twice a year, at the end of July and the end of December to describe the characteristics of clients currently in extended employment. Include all those persons who are considered to be currently enrolled in that program. Note the additional characteristic items:

25. Educable MR
26. Trainable MR
27. In Extended Employment less than one year. Clients who have been in extended employment at this facility less than one year (1-51 weeks).
28. In Extended Employment one to two years (52-103 weeks).
29. In Extended Employment two years or more (104 or more weeks).

XI. Job Placement Feedback Form (Form SRS-RSD-SP-11)

PLACEMENT

Complete this form at the end of each quarter on the following clients:
those starting a job during the quarter;
persons during the quarter determined to be still working 60 days after placement:
persons during the quarter contacted for 6 month and one year followup.

List each placement even if a person is placed more than once. On the bottom of the form (alongside NOTE:) indicate the number of repeater placements as well as repeater followups.

1. Date started on job: This date should be one from the reporting quarter.

2. Job D.O.T. #: The Dictionary of Occupational Titles number assigned to the job in which the client is placed.

3. Type of Employment Full-time or Part-time Permanent or Temporary: Full-time (FT) equals 30 or more hours per week; part-time equals less than 30 hours per week; permanent equals more than 6 months; temporary equals less than 6 months.

4. Rate of Weekly Pay: Use the weekly gross earnings at the time of job start. Hourly, daily, monthly (anything other than weekly gross earnings) pay is not acceptable here. If the individual is paid by the hour or by the day or by the month, estimate what the gross weekly pay would be.

5. Referral Source or Agency: The name of the person and/or agency referring client to your facility initially.

SRS–RSD–SP–21
(new 8/78)
MIS FORM 10

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

JOB PLACEMENT: CHARACTERISTICS OF CLIENTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Program Title: _____ Reporting Period: _____

CLIENTS STARTING A JOB THIS QUARTER		
CHARACTERISTICS (Nos. 1 - 12 – Primary disability only)	NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS		100%
1. Blind		
2. Visually Impaired		
3. Deaf		
4. Hard of Hearing		
5. Mentally Ill		
6. Mentally Retarded, not Developmentally Disabled		
7. Cerebral Palsy, not Developmentally Disabled		
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled:		
a. Mentally Retarded		
b. Cerebral Palsy		
c. Epilepsy		
10. Character & Personality Disorders		
11. Addictive Disorders		
12. Other Orthopedic or Medically Disabled		
13. Multiply Disabled (more than one of the above)		
14. Severely Disabled		
15. Never worked		
16. Minorities		
17. Age under 18		
18. Age 18 - 21		
19. Age 22 - 54		
20. Age 55 and over		
21. No High School Diploma or Equivalency		
22. Special Education		
23. Received public support		
24. History of institutionalization		
25. Educable Mentally Retarded		
26. Trainable Mentally Retarded		
27. In extended employment less than one year		
28. In extended employment one to two years		
29. In extended employment two years or more		

COMMENTS:

FORM SRS-RSD-SP-11
(revised 8/78)

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

JOB PLACEMENT FEEDBACK

PLACEMENT PERSON: _____ REPORTING PERIOD: _____ DATE: _____

PLACEMENT					FOLLOW-UP		
DATE STARTED ON JOB	JOB D.O.T. NO.	TYPE OF EMPLOYMENT: ☐Full-Time ☐Part-Time ☐Permanent ☐Temporary	RATE OF WEEKLY PAY	REFERRAL SOURCE OR AGENCY	JOB D.O.T. NO. AND WEEKLY PAY (60 DAYS)	JOB D.O.T. NO. AND WEEKLY PAY (6 MONTHS)	JOB D.O.T. NO. AND WEEKLY PAY (1 YEAR)

NOTE:

FOLLOWUP

1. 60 Days Job D.O.T. # and Weekly Pay:

   Rate of weekly pay at 60 calendar days of consecutive employment on the same job. List the D.O.T. # of the job in which the client is working at this 60 day followup.

2. 6 Months Job D.O.T. # Weekly Pay

   Rate of weekly pay at 6 months of consecutive employment. Need not be on the same job. List the D.O.T. # of the job in which the client is working at this 6 month followup.

3. 1 Year Job D.O.T. # and Weekly Pay

   Rate of weekly pay at 1 year of consecutive employment. Need not be on the same job. List the D.O.T. # of the job in which the client is working at this 1 year followup.

XII. Job Placement: Characteristics of Clients Report (Form 10)

This report form is to be submitted at the end of each quarter to describe the characteristics of placement (not followup) clients who started a job. An individual may show up more than once on this form.